



Department Contact Checklist

Thank you for helping to make the BCCR program a success. Your help with the tasks below will ensure that your department's computer replacements go smoothly and quickly.

Please Complete By

Review the Allocation Report and the Eligibility Report.

Determine the quantity and types of computers the department needs and send preliminary choices to the BCCR Manager.

Complete department-wide software and peripheral survey.

Schedule training for the department.

Follow up with department members who have not completed the web survey. (The BCCR Manager will provide you with a list.)

Acquire approval and funding for special requests.

Send the BCCR Manager final list of types and quantities of computers needed with proof of approval.

Schedule computer replacements with members of your department and send the schedule to the BCCR Manager.

Provide the BCCR Manager with a list of users whose hard drives should be kept for longer than the two-week period.

Provide the BCCR Manager with the names of high-profile users whose computers need to be processed differently.

Gather media and installation keys for department-specific software.

Purchase software and peripheral upgrades if needed.

Make sure your department knows that they need to be connected to the network using a **wired connection** the day before they are scheduled to receive their new computers.

Inform the BCCR manager of any staffing changes occurring in the department during the replacement period.

On-Going