

**PVAMU INFORMATION SECURITY OFFICE
SOFTWARE APPROVAL REVIEW**

Submitter Name: _____

Software Name _____

Department and Date: _____

Software Purpose: _____

Submit the completed document to **Information Security Office**. Documents may be delivered to WR Banks, Suite 240, emailed to InformationSecurity@PVAMU.EDU. A confirming email will be sent upon receipt.

Instructions: -- If any item that does not apply to a particular purchase, please marked "N/A" in the "No" column

	Question (Source)	Comments / Response
1.00	General Information (Required):	
1.01	Will the software house mission critical and/or confidential information (includes SSN, UIN or Student ID numbers)?	
1.02	Who will be providing internal support for the software? Will it be the user (faculty/staff), department or college technical support staff, ITS? List the individual's name.	
1.03	Who will use the software? Will it be limited to one user, a few users, one or more departments or courses, faculty, staff, students, the campus, the general public? Please estimate the number and types of users.	
1.04	Where will the software be installed? Give building name(s).	
1.05	If the software will reside on a server, is the necessary IT infrastructure in available to support it? This includes items such as bandwidth, storage/server capacity, etc.	
1.06	What other campus units need to be involved to support implementation of the product? This includes functional offices (such as the Registrar and/or departmental/central IT units that may need to integrate the product with existing campus business processes or IT resources.	
1.07	Contractor Information: Please list the vendor's website address and the name and phone number of someone who can be contacted for more information.	

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	Question (Source)	Yes	No	Comments
2.00	Legal Compliance/PVAMU University Administrative Procedures Issues:			
2.01	Is the software certified by the vendor to be ADA compliant? Does it meet the 508 standards for accessibility? Does the vendor have a completed VPAT for the product? If not, have you considered alternative products that are 508 compliant? Does it meet the TAC 213, Subchapter C and PVAMU'S UAP 29.01.04.P0.02-Accessibility of Electronic and Information Resources standards for accessibility?			
2.02	Does the software restrict Social Security Number or Date of Birth from being used as a primary identifier/key or as part of such a key? (Federal and State law)			
2.03	Will the system be used to store or manipulate student data? If so, is this data properly protected from improper disclosure as defined by FERPA? (Federal law)			
2.04	If the software is hosted by the vendor, is all PVAMU data safeguarded via necessary contract provisions?			
2.05	Is all data stored by the software managed consistently with campus and PVAMU record retention, backup and storage policies, standards and guidelines?			
2.06	Does the licensing model for software support a separate Development, Test, and Production, environment model without additional costs for DEV/TEST environment?			
3.0	Technical Issues:			
3.01	Is sensitive data properly secured and data communication encrypted? For example, does the software support SSL?			
3.02	Can self-service Web components of the software be deployed through the university's Luminis Web portal?			
3.03	For Web based applications, does the software integrate with the university's Active Directory account for authentication in support of single sign-on?			
3.04	Does the software/vendor provide API's for use in integrating with other necessary campus systems, such as Banner, Luminis, BlackBoard, etc.?			
3.05	Does the software use a database? If so, what kind?			
3.06	What operating system is required to run the software?			
3.07	Does the vendor have a clear escalation path / procedures for system support to identify and resolve problems?			
3.08	Will the software reside on a desktop computer or a server? Give computer type and service tag number			
3.09	If the software will reside on a server, is the necessary IT infrastructure available to support it? This includes items such as network bandwidth, storage/server capacity, etc.			