Computing Technology Allocation Program (CTAP) – process workflow

**Initiate**
- Faculty/AP: Submit request via webform
- Library IT: Provide request response

**Consult & Review**
- Faculty/AP: View and demo technology options*
- CTAP Team: Consult & gather requirements*

**Decide & Acquire**
- CTAP Team: Mobile computing selected?
  - Yes: Workstation selected?
    - Yes: Provision desktop equipment (workstation, display(s), accessories, etc)
    - No: Purchase mobile equipment (laptop, dock, bag, accessories)

**Prepare**
- CTAP Team: Provision desktop equipment
- Library IT: Prepare mobile equipment

**Deploy**
- Library IT: Deploy mobile equipment
- CTAP Team: Deploy desktop equipment

**Conclude**
- Library IT: Receive technology equipment
- CTAP Team: Follow up/wrap up; Close request ticket

* = Consultation, requirements gathering, and technology demonstrations can be flexible