



## Project Request Form

**Instructions:** Before completing the entire form and submitting (in PDF format) along with any vendor documentation, configuration diagrams, etc. to IT, **please make sure you will be available to provide additional information** if needed. The project request will be reviewed and prioritized dependent upon completion date of **ALL** required information, not the initial request date.

**Request Date:** MM / DD / YYYY

**Project Title:**

*Short title for the project.*

**Project Owner:**

*Person responsible for the project.*

**ECSU Project Sponsor:**

*ECSU division and divisional manager of the project*

**Funding Sources:**

State ☐ Title III ☐ Trust Account ☐ Grant ☐ Auxiliary Fund ☐

Grant Start Date \_\_\_\_\_ Grant End Date \_\_\_\_\_

**Budgeted Amount:**

*Provide the amount allotted for the IT portion of this project (one-time and recurring).*

**Proposed "Go Live" Date:**

MM / DD / YYYY

**Project Description:**

*What initiative or problem will this project address?*

*Example:*

*The licensing and support for the department's request form software have expired. This has resulted in that we have had to provide paper forms to the campus, and manually enter information instead of uploading/entering directly to the system. Buying new licensing, upgrading to the latest version of the software, and renewing the support contract will eliminate the current, labor intensive issues.*

<p><b>Project Outcomes:</b></p> <p><i>What will be achieved by this project? Outcomes should be SMART- Specific, Measurable, Achievable, Realistic, and Time-Bound.</i></p> <p><i>Example:</i></p> <ul style="list-style-type: none"> <li>- Install and upgrade to Request Form Software 2.5</li> <li>- Save 800 man hours in one year.</li> <li>- Save 20 reams of paper in one year.</li> </ul>	
<p><b>Requested IT Services:</b></p> <p><i>What specific IT services are you requesting during each phase of this project (Set-up Phase, Implementation/Configuration Phase, Testing Phase, Go-Live Support, and Long Term Maintenance).</i></p> <p><i>Example:</i></p> <ul style="list-style-type: none"> <li>- Upgrade to latest server operating system and install/upgrade Request Form Software 2.5.</li> <li>- Assist with any server configuration during testing phase</li> <li>- Provide technical support during go-live.</li> </ul>	
<p><b>Project Justification:</b></p> <p><i>Why should this project be undertaken? Cost savings potential, better customer service, operational efficiency / time savings (how much time)? Explain in detail.</i></p> <p><i>Example:</i></p> <p><i>The time saved by automating the process will allow us to focus more on improving customer service.</i></p>	
<p><b>Proposed Location of Program or Equipment:</b></p> <p><i>What is the location of the program or the location of equipment that will be used?</i></p> <p><i>Example:</i></p> <p><i>The existing server is located in the data center.</i></p>	
<p><b>Special Instructions / Additional/Vendor Information:</b></p> <p><i>Please advise if any additional information that may be useful.</i></p>	

Requestor's Signature\_\_\_\_\_ Date\_\_\_\_\_

Supervisor's Signature\_\_\_\_\_ Date\_\_\_\_\_

IT Project Review Committee ONLY

Decision:	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>  Date _____
Package Completion Date:  <i>To be completed by the IT Project Review Committee.</i>	
Comments:  <i>To be completed by IT Project Review Committee indicating if the project is approved or not.</i>	