


Project Request Form

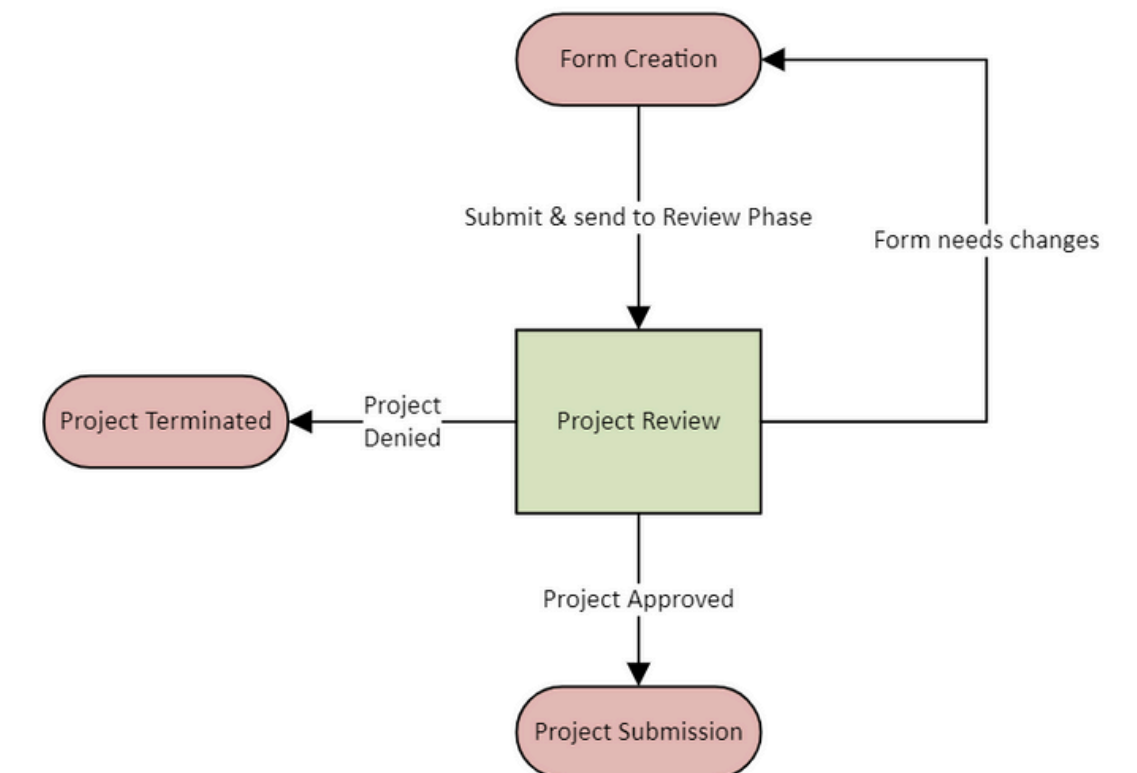
KALEB JORDAN

Workflow Diagram

Consists of three phases: Form Creation, Project Review, and Project Submission/Termination.

During the Project Review, someone will look at the created form to determine whether the project needs to be revised, approved, or denied.

If revisions are necessary, the form is sent back to the form submitter.



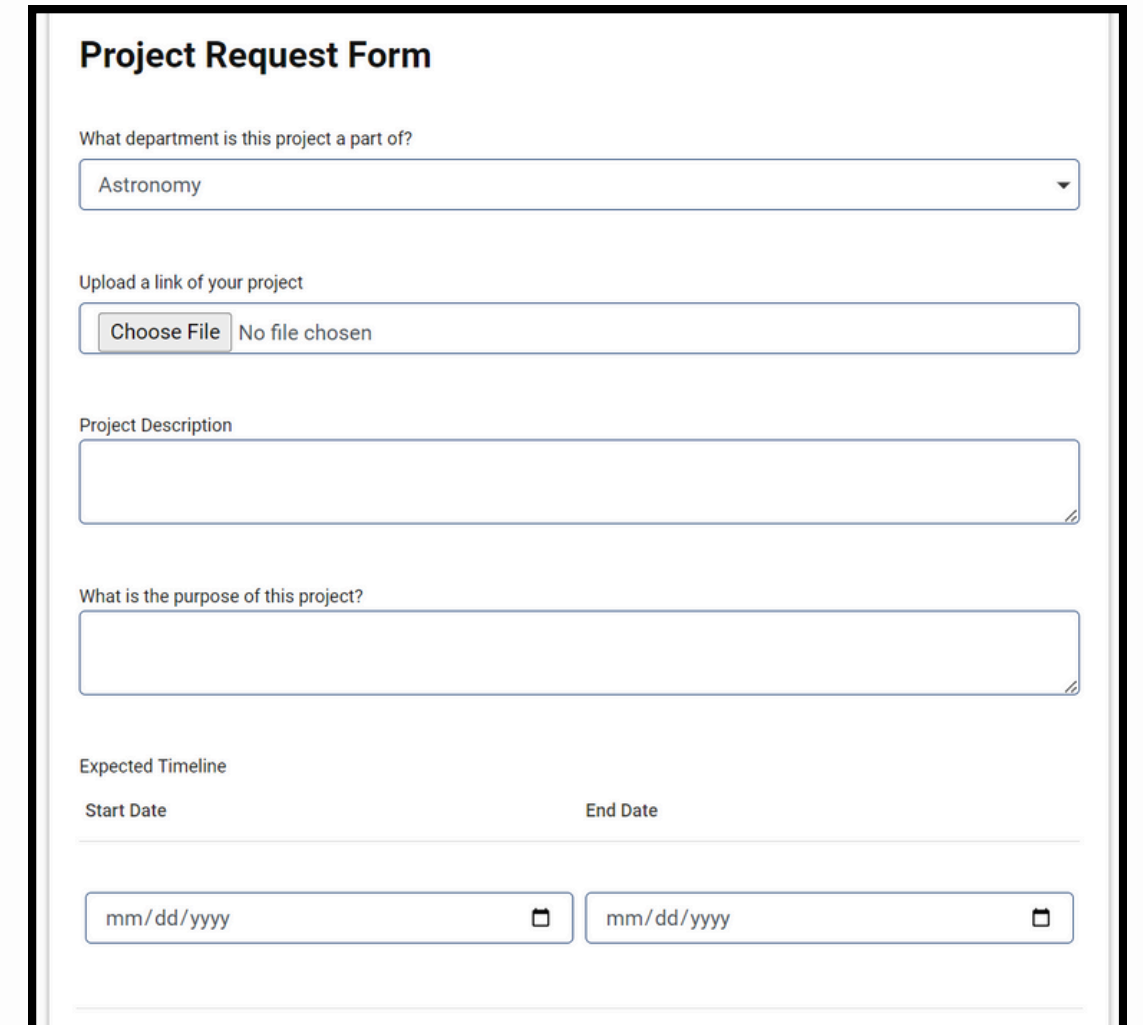
WORKFLOW DIAGRAM

Form Contents

There are two phases: Project Creation & Review Phase.

Project Creation phase asks the user to input the department of LAS it is for, an upload file for a more in-depth document (optional but recommended), description & purpose, and a timeline they would like to see the project completed by.

In the Review Phase, a BPI Admin will review and decide the next steps by looking at a clean-view of the request. The decisions will be approve, deny, or send back to user along with comments and concerns.

A screenshot of a 'Project Request Form' with a black border. The form contains several input fields: a dropdown menu for 'What department is this project a part of?' with 'Astronomy' selected; a file upload section for 'Upload a link of your project' with a 'Choose File' button and 'No file chosen' text; a text area for 'Project Description'; another text area for 'What is the purpose of this project?'; and a date selection section for 'Expected Timeline' with 'Start Date' and 'End Date' labels, each followed by a date input field showing 'mm/dd/yyyy' and a calendar icon.

Project Request Form

What department is this project a part of?

Astronomy

Upload a link of your project

Choose File No file chosen

Project Description

What is the purpose of this project?

Expected Timeline

Start Date End Date

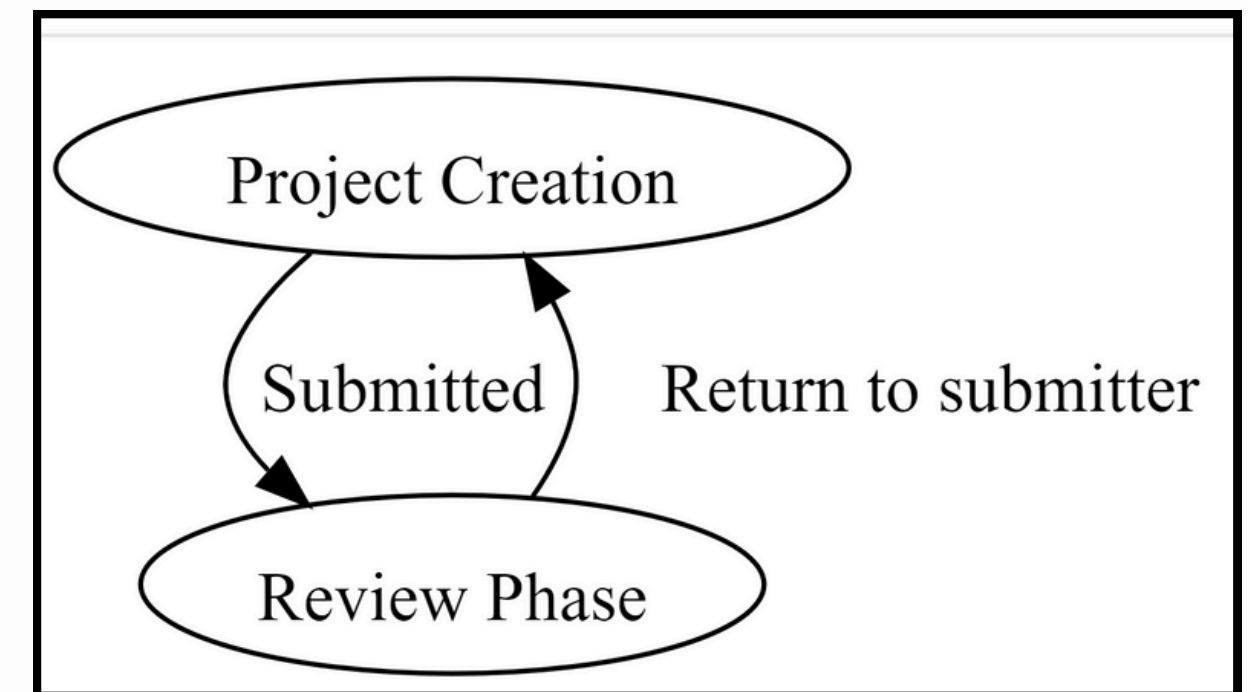
mm/dd/yyyy mm/dd/yyyy

FORM CONTENTS

Security & Lifecycle

I created necessary routing triggers to implement the two phases of my form. I also created the necessary emails to the different parties if their forms got approved, sent back, or denied. I created another email trigger for BPI Admin for when a form request is submitted.

I created a security group for BPI Admin that would be in charge of reviewing all of the requests.





This Week

- I want to continue to work with my Form Contents section, creating the necessary aggregate views.
- Test my form numerous times to make a sample excel report
- I also want to create a PDF report

THIS WEEK
