Type of Project : [ ] New [ ] Change [ ] Terminate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REQUESTER INFORMATION** | | | | **FOR IT USE ONLY** |
| Name : |  | Department : Location : Contact No. :  **Head of Department**  Name : Position : Date : | | ***Dependencies:***  [ ] Service Desk & Incident Mgt  [ ] User Access Management  [ ] Comp. & Peripheral & Corrective Maintenance  [ ] Comp. Preventive Maintenance  [ ] Comp. & Peripheral Deployment  [ ] Email  [ ] Net. Connectivity Application  [ ] Net. Connectivity Maintenance & Support  [ ] Net. Infrastructure Installation  [ ] Secure Connectivity  [ ] Cloud Service  [ ] Procurement  Remark : |
| Company : |
| Position : |
| Email : |
| **Requested by** |
| Name : Position : Date : |
| **PROJECT INFORMATION** | | | |  |
| **A. NETWORK** |  |  |  | ***Risk Severity***  [ ] High  [ ] Medium  [ ] Low  ***Impact Severity***  [ ] High  [ ] Medium  [ ] Low  ***Urgency Severity***  [ ] High  [ ] Medium  [ ] Low  ***Previous Information***  LV No. :  Previous Network : Network Equipment: [ ] Rack  [ ] Switch  [ ] UPS  [ ] Wireless AP Remark :  ***New Information***  New Network :  [ ] IPME  [ ] IPLite [ ] IPValue  [ ] Wireless 3G  [ ] Others Remark : |
| Termination Address | : |  |  |
| *For termination only* |  |  |  |
| New Installation Address | : |  |  |
| Branch : |  | Telephone No. : | |
|  |  | *If no existing, please provide the nearest neighbourhood details* | |
| No. of Users/Computers | : |  |  |
| Internal Network Cabling  *If yes, please provide the offce and table layout* | : | Yes No |  |
| Name :  *Contact Person* |  | Contact No.  *Contact Person* | : |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B. FIREWALL**  Migration Date & Time : |  |  |  | ***Risk Severity***  [ ] High  [ ] Medium  [ ] Low |
| Location : |  |  |  |  |
| Type of Migration : [  Objective : | ] New [ | ] Change |  | ***Impact Severity***  [ ] High  [ ] Medium  [ ] Low |
| Description :  *File attachment is allowed* |  |  |  | ***Urgency Severity***  [ ] High  [ ] Medium  [ ] Low |
|  |  |  |  | ***Previous Information*** |
|  |  |  |  | Brand. : Model :  Serial No : IP Address: Firmware : |
|  |  |  |  | ***New Information*** |
|  |  |  |  | Brand. : Model :  Serial No : IP Address: Firmware : |
|  |  |  |  | Remark : |
| **C. STANDARD ERP SOFTWARE** |  |  |  |  |
| Software Name : SAP |  |  |  | ***Risk Severity***  [ ] High  [ ] Medium  [ ] Low |
| Description : BIBP Plus : PTSB & BPSB – Mapping Modification for Upload Text File | | | | ***Impact Severity***  [ ] High  [ ] Medium  [ ] Low |
| Operation Name/Business Area : Plastictenic | |  |  | ***Urgency Severity***  [ ] High  [ ] Medium  [ ] Low |
|  |  |  |  | [ ] Server |
| *Key User Information*  Name (Accounting) : Ms Lee |  |  |  | [ ] Network |
| Email : yllee@tecnic.com.my | |  |  | Database Information : |
| Contact No. :03-89256950 | |  |  |  |
| Name (Operation) : |  |  |  | Remark : |
| Email :  Contact No. : |  |  |  |  |