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| **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* | 04/08/2022 |
| **Project Title:**  *Short title for the project.* | PyExcel python excel editor. |
| **Project Owner:**  *Person responsible for the project.* | Xavier Caldwell |
| **Budgeted Amount:**  *Provide the amount allotted for the IT portion of this project (one-time and recurring).* | $0 |
| **Proposed "Go Live" Date:** *MM / DD / YYYY* | 05/22/2022 |
| **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.* | The project will be a python excel spreadsheet editor tool that will include a user friendly interface for users to choose a variety of functions to apply to their document for the sake of quickly managing large spreadsheets. This will increase productivity for the users and allow ease of access to information that may otherwise be hard to find or sift through.                                          *This box is the description box, didn’t fit on the whole page. Ignore this* |
| **Project Outcomes:**    *What will be achieved by this project?*  *Outcomes should be SMART- Specific, Measurable, Achievable, Realistic, and Time-Bound.*    *Example:*   * *Install and upgrade to Request Form*   *Software 2.5*   * *Save 800 man hours in one year.* * *Save 20 reams of paper in one year.* | Save up to 270 hours per year using more efficient methods. This is achievable through a well made and user friendly interface that can adapt to the user’s niches that may pop up. Due to the ease of access this should be a relatively easy program to teach others to use and realistically want to keep using. Time taken to develop and start utilizing should be within 2 months for a fully operational program and adoption of it by others. |
| **Requested IT Services:**    *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).*    *Example:*   * *Upgrade to latest server operating system and install/upgrade Request Form Software 2.5.* * *Assist with any server configuration during testing phase* * *Provide technical support during golive.* | I wont be needing any help. Unless you can manage to give me a good way to host the app through a site, or a UI to use that is intuitive to program and mess with, I wont need anything. |
| **Project Justification:**    *Why should this project be undertaken? Cost savings potential, better customer service, operational efficiency / time savings (how much time)? Explain in detail.*    *Example:*  *The time saved by automating the process will allow us to focus more on improving customer service.* | It costs nothing, and is only a use of my time, and nobody’s time except my own is being used. Time savings could be between 30-45 minutes per larger sized spreadsheet or less. Depends on how quickly someone can use the ctrl F function for a large number of people. Depending on how often this would be accessed this could be on a weekly basis, a daily basis for someone who might manage payroll, this could be a huge amount of saved time. |
| **Proposed Location of Program or Equipment:**    *What is the location of the program or the location of equipment that will be used?*    *Example:*  *The existing server is located in the data center.* | The existing location of all equipment is in my personal home, and that is all I will need. |
| **Special Instructions / Additional/Vendor Information:**    *Please advise if any additional information that may be useful.* |  |

Requestor’s Signature xavier caldwell Date 4/8/2022

Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_

**IT Project Review Committee ONLY**

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| **Decision:** | Approved ☐ Rejected ☐    Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Package Completion Date:**    *To be completed by the IT Project Review Committee.* |  |
| **Comments:**    *To be completed by IT Project Review Committee indicating if the project is approved or not.* |  |