



## Information Technology Services Applications Support Project Request Form

(Must be completed before submission to Project Manager)

<b>Date Submitted:</b>	
<b>Requestor:</b>	
<b>Division/Department:</b>	
<b>Division/Department Supervisor:</b>	
<b>Primary Contact:</b>	

**Project Reason: Choose One**

	<b>Internal Mandate (District Policy, System Upgrades): Define Source</b>
	<b>External Mandate (Legal Requirement, Government): Define Source</b>
	<b>Value Added / Process Improvement / Business Opportunity</b>
<small>**Attach Documentation/Source if applicable</small>	

**Project Description / Reason for Request:**

(Describe the problem you are attempting to solve, system to implement, or technology gap to close)

**Business Issue/Goal:**

(What is the expected benefit for students, staff or the institution? How does this request align with Department, Campus or District goals?)

**Anticipated Outcome:**

(What is the impact this request has on your area? How many people will this help? What is the expected time or cost savings?)

**Type of Project: Choose One**

	<b>Replacement</b>	<b>Enhancement/Modification</b>	<b>New Implementation</b>
<b>Yes/No</b>	<b>Are there specific funds allocated for this request?</b>		

**Requested Project Timeline**

<b>Expected Start Date:</b>		<b>Expected End Date:</b>	
<b>Division/Department Supervisor Signature:</b>			<b>Date:</b>
<b>Project Manager Signature:</b>			<b>Date:</b>