

IT Project Request Form

Description of the problem: (If possible give examples)

Vision of final results: (If possible supply charts or layout of the project) i.e. if the request is programming, how you envision the final product or if it is a smart classroom, supply a suggested layout.

Time lines: (Please list goals and deadline for that goal)

Goal#1 _____ deadline for goal #1 _____

Goal#2 _____ deadline for goal #2 _____

Goal#3 _____ deadline for goal #3 _____

Project resources: (Please list any resources (software, hardware, etc.) that you know will be needed to complete this project.) i.e. the usage of Clickers, special permissions, certain room, video conference, etc.

Name of requester: _____ Signature of Dean/Supervisor: _____ Date: _____

Signature of VP/President: _____ Date: _____

Approved by IT: _____ Not Approved by IT: _____

Sign off by: _____ Signature: _____ Date: _____

Date Completed: _____

If the project incurs expenses, the department that ordered the project will be responsible for paying for those expenses.