PROJECT REQUEST FORM

REQUEST INFORMATION

Project Title	Date of Request

Requested By	Functional Owner

Division/Department	Department Manager/Director

Requested Priority
- ☐ Strategic
- ☐ Compliance
- ☐ High Priority, must have immediately
- ☐ Important
- ☐ Convenient

Requested Completion Date

What project tier defines the impact of this project?
- ☐ Tier I (has institutional impact & is for the benefit of many)
- ☐ Tier II (has divisional impact & is for the benefit of a specific division or campus)
- ☐ Tier III (has unit impact & benefits smaller constituent groups)

PROJECT INFORMATION

Project Description *Describe the product or service that this project will produce.*

Business Justification *Describe the business problem or need being addressed.*

Project Objectives *List the high-level business requirements that the project will address.*

Current Process *Describe the current work process that provides these functions.*

Project Classification (Check All That Apply)

- ☐ STRATEGIC - Aligns with institutional or divisional strategic goals; has institutional impact; is for the benefit of many; or is linked to the achievement of performance goals for a specific division or campus.

- ☐ COMPLIANCE - Required by local, state, or federal laws and regulations; or for compliance with financial or operational audits.

- ☐ COST SAVINGS - Provides significant cost savings or revenue to the University.

- ☐ PRODUCTIVITY - Improves work flow or eliminates manual procedures, making the unit more efficient and/or effective.

- ☐ ACCESS TO INFORMATION - Provides important information needed to make essential business decisions.

- ☐ MAINTENANCE - A service or process will fail without this project.

- ☐ CONVENIENCE - Provides convenient, but not critical, functions.

Requester Signature   **Date**

Manager/Director Signature   **Date**