

Project Request Form

This application must be TYPED and all questions filled in or form will be returned.

Purpose of this Form:

The need for new information technology (IT) infrastructure sometimes exceeds the available on-going resources to refresh the equipment. To manage resources efficiently and to ensure that important IT projects are prioritized and accomplished in as timely a manner as possible, Information Technology utilizes a project prioritization process to solicit input from Administration and guidance from Cabinet to establish priorities for both one-time/categorical and general fund new technology requests. The utilization of a project prioritization and management process ensures that projects are not developed in isolation and that on-going resources are focused on projects which are deemed to be of the greatest need to the District. Projects are prioritized by Cabinet to best ensure the focused commitment of on-going resources to make sure new technologies are refreshed on a consistent basis.

The purpose of this form is to provide IT and Cabinet enough basic information to determine the scope and resource demands of your

request. **IMPORTANT:** Filling out this form does not mean the project has been accepted or approved.

What to expect:

Steps to project acceptance, prioritization and scheduling:

1. Submit the project request;
2. You will receive a e-mail notification that your request has been received.
3. An IT representative will schedule a meeting with you to vet the project, if necessary;
4. Project information is submitted to the Cabinet for prioritization;
5. Project is either approved and prioritized or denied. If not, requestor will be contacted with explanation;
6. If approved, the Project is scheduled and requestor and sponsor are notified.

Form Instructions:

- Fill out the form information as completely and in as much detail as you can.
- If any questions are left blank or answered with 'N/A' or 'Not Applicable', this form will be considered incomplete.
- Submit completed forms to IT, by e-mail, to "ITProjectRequests@Imperial.edu".
- Do not wait until the last minute to complete this form. Complete it as soon as you have the information necessary so that the follow up reviews and documentation can be completed in a timely manner.

Project Request Form

Information Technology

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Requestor's Information:

Last Name : _____ First Name : _____ E-Mail : _____
Position Title : _____ Phone : (____) _____ - _____
Department : _____ Signature : _____

Sponsor's Information: (Who can authorize budget and other resources for the project?)

Recommendation: A sponsor should be an Administrator with budget authority and ability to advocate for project.

Last Name : _____ First Name : _____ E-Mail : _____
Position Title : _____ Phone : (____) _____ - _____
Department : _____ Signature : _____

JOINT PROJECT REQUEST

If this project request is a joint project between Departments, then please provide the same information below for the other Department. Otherwise, leave the fields below blank.

Joint Requestor's Information:

Last Name : _____ First Name : _____ E-Mail : _____
Position Title : _____ Phone : (____) _____ - _____
Department : _____ Signature : _____

Joint Sponsor's Information: (Who can authorize budget and other resources for the project?)

Recommendation: A sponsor should be an Administrator with budget authority and ability to advocate for project.

Last Name : _____ First Name : _____ E-Mail : _____
Position Title : _____ Phone : (____) _____ - _____
Department : _____ Signature : _____

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General Information

Please describe your current problem. *Be as specific and detailed as possible within the space provided below.*

Please describe your wanted solution, including estimated costs. *Be as specific and detailed as possible within the space provided below.*

▪ Computer(s)	
▪ Laptop(s)/Tablet(s)	
▪ Software	
▪ Television(s)	
▪ Charging Cart(s)	
▪ Desks/Furniture	
▪ Printer/Copier	
▪ Other	
▪ Other	

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General Information *(continued)*

Please describe the positive impacts to your department and organization as a whole, if this project IS accepted, and please describe the negative impacts to your department and organization as a whole, if this project IS NOT accepted. *Be as specific and detailed as possible within the space provided below.*

Please provide a detailed explanation on how you anticipate funding this project, both the initial purchase and the on-going expense(s). *Be as specific and detailed as possible within the space provided below.*

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For Internal IT Use

Only Notes:

For Internal IT Use Only

Assigned Information

Date Taken to Cabinet : _____

Date Approved : _____

Request Status

Rejected / Declined :

Returned for more information :

Approved :