

Request Form for Technology Projects

This form is for use to request and describe all new technology projects. It can be used to help inform the PRU/PEP-UP process as well as technology projects within the budgeting purview of a department.

Project Name:		Requestor's Name:	
Division:		Date Submitted:	
Total Costs: Use Costs from Pages 3 & 4			
Project Objectives and Vision: Provide a brief, concise list of what the project is to accomplish			
Business Need or Problem: Identify the technology need and or problem that needs to be solved			
Project Description and Specifications: Describe the strategy to deliver the project and what is envisioned in terms of a deliverable / outcomes.			
Start Date:		Completion Date:	

Signatures

Name & Title	Date
1. Dean or Director of Originating Discipline or Area	
X _____ Name and Title _____	_____ Date
2. Chair or Supervisor of Originating Discipline or Area	
X _____ Name and Title	_____ Date
3. Vice President of Originating Discipline or Area	
X _____ Name and Title	_____ Date
4. Executive Director of Educational Technology	
X _____ Name and Title _____	_____ Date

Supplemental Cost Information

List costs being covered internally (e.g. Facilities budget)

First Year Costs

Hardware	
Consulting	
Software	
External Labor	
Support Contract	
Other	
Expense Total	0

Recurring Costs

Hardware	
Consulting	
Software	
External Labor	
Support Contract	
Other	
Expense Total	0

Funding Source

Describe the source of the project funding and any constraints (categorical funding, specific dates, etc.)

Dependency Information

Please account for the following, if applicable.

HVAC:
Electrical:
Data/Network/Telephone Connectivity:
Additional Server/Storage Requirements:
Software:
ADA Requirements:
Furniture:
Staffing (e.g. for a computer lab – who will maintain the equipment, who will supervise the lab, etc.):

Other Costs