



INFORMATION TECHNOLOGY PROJECT REQUEST FORM

*Use this form for suggested projects that are outside of the scope of the "Help Desk" (i.e., beyond trouble/fix requests).
A project usually involves new I.T. functionality and generally requires a financial commitment.*

Instructions: Complete the form and forward to IT Department and you will be contacted within two weeks to discuss this project.

Requested by:		Phone:	
Project Name:		Date Needed By:	

Description of Project (include project goals and benefits to the Academy)

What aspect of I.T. Strategic Plan does the project address?

http://www.csum.edu/itinfo/Projects_Accomplishments/documents/ITStrategicPlan.pdf

How much funding has been allocated for this project? What are the known Hardware/Software/Personnel requirements for the project?

Project Sponsors

	Name (printed)	Signature	Comments
Project Requestor			
Sponsor: Dean, Department Chair, or /Director			
Sponsor: Vice President			

Information Technology

Chief Information Officer Signature:

Approved ☐ Not Approved ☐

Comments