

IT Project Request Form System Modification Form

Requesting Department:		Date:	
Contact Individual:		Phone:	
System to be modified:		Work Request#:	
Modification reason: <i>(One or two paragraphs detailing why the system modification is necessary)</i>			
If funding is necessary for this project, detail available funding source(s): <i>(Describe available funding for this project)</i>			
How do you currently access this system? <i>(stand alone version installed on your PC, from the NAL, AS400, etc)</i>			
Who currently has access to this system?			
Time Frame Requirements: <i>(When would you like the modification completed?)</i>			
Modification Details			
(1) Provide an overview of the enhancements needed.			
(2) Detail all new data which needs to be stored in the system.			
(3) Detail all new output which needs to be generated from the system.			
(4) Detail any screen changes which are required.			
(5) Detail any report changes which are required.			
(6) Detail any process changes which are required. <i>(For example, change in a calculation, change in the workflow, change in an update process)</i>			

(7) List any additional information which may be helpful.

Note: Please attach any additional information available, such as samples of new reports needed, new work flow, new calculation details, etc.