

## IT Project Request Process Development Form

<b>Requesting Department:</b>		<b>Date:</b>	
<b>Contact Individual:</b>		<b>Phone:</b>	
<b>Project Name:</b>		<b>Work Request#:</b>	
<b>Explain the purpose of the system/process.</b> <i>(One or two paragraphs describing the function of the system)</i>			
<b>System justification:</b> <i>(One or two paragraphs detailing what benefits will be realized by the implementation of the system)</i>			
<b>If funding is necessary for this project, detail available funding source(s):</b> <i>(Describe available funding for this project)</i>			
<b>Provide an overview of system needs:</b> <i>(Use this area to list main points of what the system needs to accomplish)</i>			
<b>Will other departments need to use this system?</b>			<b>Yes__ No__ Don't Know_____</b>
If Yes, please list department(s), contact(s) and phone number(s) below.			
<b>Time Frame Requirements:</b> <i>(When would you like the system operational?)</i>			
<b>If you are aware of existing commercial off-the-shelf software which you feel would meet your needs, please complete the following:</b>			
<b>Product name:</b>			
<b>Product website:</b>			
<b>Have you seen a demo of the product?</b>			<b>Yes _____ No _____</b>
<b>Where:</b>			
<b>Estimated purchase cost:</b>			
<b>Estimated annual maintenance cost:</b>			

<b>Are you aware of any other agencies which use this product?</b>		<b>Yes</b> ____	<b>No</b> ____
<b>Agency:</b>			
<b>Contact:</b>			
<b>Phone:</b>			
<b>System Details</b>			
<b>(1) How are you currently tracking the information for this process? (manual, database, etc.)</b>			
<b>(2) What specific information regarding this process are you currently tracking?</b>			
<b>(3) What additional information would you like to track?</b>			
<b>(4) What is the input to this process? How is information collected for this system? Please detail your input needs. (Attach all existing forms currently used to collect data)</b>			
<b>(5) What is the output of this process? Do you produce reports, letters, files? Please detail your output needs. (Attach sample reports, forms, letters, etc.)</b>			
<b>(6) Do you have any monthly / yearly requirements involved in this process? If so, please explain. (For example, do you produce monthly statements or report monthly figures?)</b>			
<b>(7) Do you need to access other databases to retrieve information for this system? If so, please explain. (Detail which databases, what information, how frequently, etc.)</b>			
<b>(8) Do you need the information from this process to update other databases? If so, do you need this update to be automated? Please detail update needs below. (Detail which databases, what information, how frequently, etc.)</b>			
<b>(9) What other users/agencies need access to the system? (internal, external, both) From what locations will users need to access the system? (inside CCG building, outside CCG building, web) How many users do you anticipate will need access to this system?</b>			

**(10) Can you provide any estimates for the amount of information which must be stored?**

*(Forexample, number of customers, number of addresses per customer, number of invoices printed per month, etc.)*

**(11) List any additional information which may be helpful.**

**Note:** Please attach any additional information available, such as documentation, work flow diagrams, user guides, product literature, etc.