**Information Technology**

**Project Request Worksheet**

Submit completed form to IT as follows:

1. Log on to <http://selfservice.sinclair.edu>.
2. Select Open new IT Incident
3. Fill out all fields, attach form to incident, and save.

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| **Project Name** | Insert project name here |
| **College Department** | Insert college department here |
| **IT Liaison** | Insert IT liaison here |
| **IT Owner** | Insert IT Owner here |
| **Date submitted** | Select date |

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| **Category/Component** | | **Question/Considerations** | **Answer** |
| **Project Charter** | Description | Describe the proposed project | Describe here |
| Assumptions | Describe any assumptions associated with the project | Describe here |
| Solution | Describe the Proposed Solution | Describe here |

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| **Overriding Factors** | Scheduled Replacement | Does this project reflect a scheduled replacement of an existing service (i.e. Renewal & Replacement)? | Yes/No | If Yes, describe here |
| Compliance/Accreditation | Is there a mandatory compliance/accreditation mandate that this project addresses? | Yes/No | If Yes, describe here |
| Special Circumstances | Are there special circumstances that mandate the approval of this project? (i.e. high-visibility, pre-approved/funded, etc.) | Yes/No | If Yes, describe here |
| Impossible Request | Request is understandable, but no reasonable and/or viable solution could be successfully implemented. | Yes/No | If Yes, describe here |

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| **Category/Component** | | **Question/Considerations** | **Answer** | |
| **Financial Impact** | Increase to revenue | Estimated 3-year revenue increase (enrollment, corporate client revenue, etc.) | Insert Amount Here | Describe/justify your estimate here |
| Decrease of cost | Estimated 3-year lowered hard costs, including Cost-Avoidance (licensing, maintenance, etc.) | Insert Amount Here | Describe/justify your estimate here |
| Cost to implement | Estimated 3-year costs to implement the solution (equipment, licensing, outside consulting, etc.) | 0 | # (Total) of Virtual Servers (@ $1,280 per server) |
| 0 | # (Total) of Storage Required in GB (@ $2.54 per GB) |
| $0 | $ (Cost) Physical Servers |
| $0 | $ (Cost) Stand-Alone Database |
| $0 | $ (Cost) Application and/or Utility Software |
| $0 | $ (Cost) Other Hardware Requirements |
| $0 | $ (Cost) Consulting / Training / Professional Services |
| $0 | $ (Cost) Other Implementation Costs |
| **$0** | **TOTAL (3-YEAR ESTIMATE)** |
| Cost to operate | Estimated 3-year hard costs to support/operate the proposed solution (supplies, maintenance, support, etc.) | $0 | $ (Cost) Supplies |
| $0 | $ (Cost) Maintenance / Support / Licensing / Etc. |
| $0 | $ (Cost) Other Operational Costs |
| **$0** | **TOTAL (3-YEAR ESTIMATE)** |

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| **Internal Effort (IT)** | Implementation | How many hours do you estimate it will be required of IT to successfully implement the service? Components might include: Project/Vendor Management, Engineering, Development, Testing, Training, etc. | # Hours | Describe/Justify your Estimate here |
| Operations | How many hours per year do you estimate will be required to successfully support/operate the service? Components might include: Patching, Support, Specialized Backup and/or Monitoring Support, etc. | # Hours | Describe/Justify your Estimate here |

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| **Category/Component** | | **Question/Considerations** | **Answer** |
| **Business Impact** | Student/Client | Describe how this project benefits students and/or clients. Examples might include:   * Improved quality of service * Higher customer satisfaction etc. | Describe here |
| Faculty/Staff | Describe how this project benefits faculty/staff. Examples might include:   * Improved productivity * Higher employee satisfaction * Better service performance/usage overall etc. | Describe here |
| College/Strategy | Describe how this project benefits the college overall. Examples might include:   * Benefits a key strategic initiative * Lowers risk of compliance-related issues * Increases the standing in the community, etc. | Describe here |

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| **Probability of Success** | Complexity | Describe the level of complexity for this project. Considerations include:   * New vs. existing area of expertise * Level of integration with other services * Scope/resources required | Describe here |
| Maturity | Describe the stability of the key technologies associated to this project. Examples might include:   * Brand New and Unproven (Cutting Edge) * Relatively New (Latest Version of an Existing Technology) * Average Level of Maturity / Fairly Well Supported * Highly Mature, Stable, Exceptionally Well Supported | Describe here |
| Sponsorship | Describe the level of engagement/commitment of the project sponsor as it relates to the success of this project. | Describe here |