

## Clayton State University ITC Project Request Form

All IT project requests, as well as IT policy requests, shall be submitted to the IT Council using this form. Please see the [IT Project Request Process](#) for the criteria to be considered an IT project and other process details.

After obtaining the preliminary approval signatures, forward this form to the IT Business Analyst.

**Type of request:**    IT Project                       IT Policy

**1. Title of request:**

**2. Date of request:**

**3. Point of contact for questions:**

**4. Description of request (briefly describe what the request would accomplish):**

**5. Justification for request:**

- a) What university strategic goals does the request support?
  
- b) Please list the risks/consequences (if approved and if not approved)?
  
- c) Potential impact on academic and/or administrative programs?

**6. Estimated cost of project (e.g., funding for hardware/software, OITS time, etc.)**

- a) One-time cost:
  
- b) Ongoing/recurring costs:

**7. Source of Funding: Select one of the following:**

- a.  Funding may be available from the requestor (OITS will provide a cost estimate before any funds are committed.)
- b.  Funding being requested
- c.  N/A

**8. Preliminary approval signatures:**

Department/Office Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President: \_\_\_\_\_ Date: \_\_\_\_\_