

IT Request #

General Information:

Id:
Prepared By:
Advocate:
Status:

Request Name:
For Department:
Type:

Business Need/Issue:

**Departments/Other
Projects Impacted:**

Request Overview:

Mandated By:

Reason:

Solution Number 1 -

Solution General Information:

Name:
**Estimated Reoccurring
Maintenance/Year:** \$

Description:
Estimated Cost: \$

Additional Resources Required:

- Internal Staffing** \$
- External Staffing** \$
- Electrical** \$
- Wiring** \$
- Software** \$
- Hardware** \$
- Database Design** \$
- Additional Staffing** \$
- Report Writers** \$
- Interfaces to Other Systems** \$
- Network Storage (disk
space)** \$
- Conversion of Data** \$
- Miscellaneous** \$

Cost Benefit:

Saves Time -

Hours Saved Per Year:
Total Time Saved Amount: \$

Rate Per Hour Saved: \$

Improves Services or Reporting -

Explanation:

Saves Maintenance Dollars -

**Estimated Amount Saved
Per Year:** \$

Eliminates or Reduces Outsourcing -

**Estimated Amount Saved
Per Year:** \$

Realized Savings:

Realized Savings: \$
Return on Investment:

True Cost of Request: \$

Additional Information:

Single Solution Reason:

Recommended Solution:

Solution:

Justification:

Project Goals:

- Improves Services
- Improves Tracking
Capability
- Replaces Manual Labor
- Ease of Use/Access
- Improves Accessibility
- Reduces Paperwork
- Miscellaneous

IT Request Completed:

Completed Entering: