

# ITAC COMMITTEE REVIEW OF I/T REQUESTS

## Areas of Interest to ITAC

- **Need:** describe how this is handled currently and why there is a need to change it
- **Justification:** how would you justify this expense? Is it for cost avoidance? If yes, what is the amount and how did you calculate it. How does it affect staffing? If it saves time, how will that time be used by the employee?
- **ROI:** if an ROI measurement applies, how did you calculate it?
- **Effect of denial:** what will be the effect if this request is denied?