

**Project Request Form Template**

Request Identifier (To be completed by OIT):

Initiator	
Operating Unit Manager	
Customer/Sponsor Name	
Department	
Date	
Email ID	
Phone	
Description of business need/problem/opportunity	
Type of Request <input type="checkbox"/> Internal mandate (University Policy, System Upgrade) <input type="checkbox"/> External mandate (Legal requirement, Government) <input type="checkbox"/> Correct an error (Malfunction/Fix) <input type="checkbox"/> Value-add/Process improvement/Business opportunity	
Goal	
Business Impact	
Estimated labor hours (optional)	
Date needed (Explain in Impact) (optional)	

Project Initiator:

Date:

Sign:

<b>To be completed by the Project Approvers</b>	
Project request Approved / Denied Comments, if any:	Sign: Date:
Governance	Sign: Date:
Sponsor	Sign: Date:
Customer	Sign: Date:
Others	Sign: Date: