

Request for Information Technology Services; Web requests

(See Instructions Attached) (Attach sheets with additional information)	Request Date: Date Required: Project Name:
	(to be completed by IT) SCR#: Completed: <input type="checkbox"/>

A. Requester's Name:

B. Requester's Dept:

C. Project Classification:

<input type="checkbox"/> New system development	<input type="checkbox"/> Routine text change
<input type="checkbox"/> Modification due to policy change	<input type="checkbox"/> Publication of documents
<input type="checkbox"/> Enhancements to existing system	<input type="checkbox"/> Production issue

D. Project Description and Purpose. Please begin with the question or statement that this project will address. (5000 Character Maximum)

E. Navigation. Please provide the navigation (steps to the location) of the page(s) being modified or added. For example, if a change to the Conferences and Facilities Services page is requested, the navigation would be specified as:

www.rmu.edu

Staff

Conferences and facilities services (within Employee Services)

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F. Supporting Documentation. Please attach any information or supporting materials that may help us understand, evaluate, and plan for this request. For example:

1. If requesting a web-based form, please attach a Word document with prototype of page layout and specify all information elements to collect.
2. If requesting text changes, or posting of a document, please attach the appropriate .pdf or .doc files. If the information to be published is contained on multiple pages, please submit separate documents for each page.

G. Page expiration date:

H. Point of Contact in Requesting Department (name and phone number)

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I. To be completed by Office of Information Technology & Services:

Time estimate:	
<input type="checkbox"/>	Short (< 2 days)
<input type="checkbox"/>	Medium (2 – 4 days)
<input type="checkbox"/>	Large (> 4 days)
Resources:	
Costs:	
Analyst assigned:	
Date started:	
Date testing started:	
Date closed:	
IT sign off	Date:

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Instructions for Completing the Request for Information Technology Services

The customer should fill out page one. All sections must be completed. Attach any supporting documentation – this may include product brochures, articles, or any other information you may have regarding your project.

- A.** Fill in the name and the department of the person completing the request form.
- B.** Define a simple one-line description of your project.
- C.** Place a check in the box that best describes the type of work requested.
- D.** A description of what your project is and what you intend to accomplish through this project (the purpose and benefit).
- E.** Describe the navigation, or steps, for the location of the page(s) to be added or modified.
- F.** Provide documents to be published; requirements for pages, etc.
- G.** Enter the date the page will expire, or is no longer applicable.
- H.** List the name and phone number of the person or people in your department who will be involved in this project.
- I.** Route the request to IT for prioritization.