



Information Technology Services New IT Project Request Form

Step 1: Complete the following information:

Desired Start Date:

Desired Completion Date:

Project Sponsor*

Name:

Department:

Phone:

Email Address:

Priority of this project in your department:

***Throughout the project, this designated project sponsor is responsible for initiating and maintaining communication with IT.**

Project Title:

Project Description:

Include functions you need, how the project will enhance your processes, Key Performance Indicators that measure the success of the improved process, and cost benefits



Information Technology Services New IT Project Request Form

Funding:

Is this project expected to be grant funded?

What are the grant requirements?

What is the grant deadline?

Step 2: Complete the information below to the best of your ability:

1. Project Resource Development

Minimum PC Requirements (Please include processor, RAM, HDD, etc)

License model (Concurrent, Named, etc)



Information Technology Services New IT Project Request Form

2. System Integration/interfacing

Does the project require integration to an existing system (Munis, Tiburon, etc.)?

If yes, what system?

If yes, how will the integration/interface be accomplished?

3. File and data transfer

Will you send data to another system(s)?

Will you receive data from another system(s)?

Projected Space Requirements 1/3/5 Years?



Information Technology Services New IT Project Request Form

4. Vendor Information

Is a third party vendor to be used? Please provide the vendor contact information (Company, contact person, phone, email)

Do you wish to schedule a time for ITS to meet with you and your vendor?

5. Server requirements

Is your data to be hosted by vendor? (If yes, proceed to question 6)

Minimum Server requirements:

Describe the type and amount of data that will be stored (i.e. audio, video, text, documents, etc)

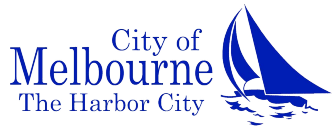
Who will be responsible for back and recovery?

6. Bandwidth, Firewall, and Network Access Requirements

Is Network Connectivity Needed?

Will the amount of data you are exchanging be significant enough to require an increase in bandwidth?

Will you need special Firewall Access?



Information Technology Services New IT Project Request From

DNS entries?

Static IP Address?

Special Network services (QOS, multicast)?

7. Security

Will sensitive information be involved?

Is encryption needed?

8. Account Set up, authorization, and administrative responsibility

Is there a need for someone to administer accounts?

If so, identify the person or group of persons and provide their contact information

Is there a need for someone to provide support for your users?

If so, identify the person or group of persons and provide their contact information

9. Database needs

If your project requires a Database is SQL Server supported?

If yes, what versions?



Information Technology Services New IT Project Request Form

If no, What Database is supported?

10. Backup Requirements

Will Backup and recovery capability be needed?

Who will be responsible for backup and disaster recovery?

What type of data will need to be backed up (data, files, registry entries,etc)?

If you need assistance completing this form, please call one of our Business Process Engineers: Eric Sack (321) 608-7727 (Police, Parks & Recreation, City Attorney, City Clerk, City Manager and Management Services) or Ryan Mcmillian (321) 608-7728 (Fire Department, Financial Services, Code Compliance, Community Development, Engineering and Public Works)