



Lewis County Technology Project Request Form

Filling out this form is the first stage of the IT project request project. Projects constitute a significant effort on the part of IT.

To manage resources efficiently and to ensure that important IT projects are prioritized and accomplished in as timely a manner as possible. The purpose of this form is to provide IT and Cabinet enough basic information to determine the scope and resource demands of your request.

Fill out sections 1-7 of this form and email it to help.desk@lewiscountywa.gov

IMPORTANT: *Filling out this form does not mean the project has been accepted or approved.*

1. General Information

Project Title:

Requestor:

Email:

Phone:

2. Sponsor

A sponsor is the senior level team member who is responsible for ensuring adequate resources are allocated to complete the project in terms of budget and personnel. The sponsor will also help resolve any conflicts that may arise.

Sponsor:

3. Business Need / Problem to be addressed

Provide a brief overview of this project.

4. Proposed Solution

Explain how this solution will benefit Lewis County. Speak in general terms here. Do not list specific companies or solutions.

5. Proposed Technology Solution

Describe specific proposed technology, company to implement if known.

5.1. Contact Information

List contact information for company including technical lead if known.

5.2. Cost

What will be the likely cost of this project and how will it be funded (Budget).

5.3. Alternative solutions considered

List alternative solutions explored and reasons for elimination. Include cost.

5.4. Proposed Timeline

What is the proposed project completion date?

6. IT Impact

To be filled out by IT

6.1. IT Effort

Explain how IT will be impacted by this project in terms of Low Med or High impact. Low impact would be a single IT resource sending a 2-3 hours to setup and minimal of no ongoing support. High impact would be multiple IT personnel spending multiple weeks or months on the project and/or significant long term impact. Provide detail to justify IT effort level.

6.2. Security

Describe the security concerns regarding implementing or not implementing this project.

6.3. Risks

Describe what could go wrong with this project or why this project should not be done, in the spirit of using Lewis County resources responsibility.

6.4. Impact on other projects or services

Describe how other projects will be impacted given the proposed timeframe and any associated service disruptions associated with this project.



7. Approval Signatures

The Signatures of the people below document acceptance and approval of the formal Project Charter. The Sponsor must have the authority to commit the organization's resources to the project. The Project Manager is empowered by this document to develop the project plan for this project.

<i>Position/Title</i>	<i>Signature/Printed Name/Title</i>	<i>Date</i>
<i>Sponsor</i>		
<i>Project Manager</i>		
<i>Implementer</i>		

