



ACS Project Request Form

Section 1 - Supervisor's Approval:

Have you received your Supervisor's Approval to submit this request?

Yes No

NOTE: If the answer to this question is "No", please visit with your supervisor before proceeding with the form submission. All project request submission must be approved by your supervisor.

Section 2 - Project Requestor Information:

NetID: Name: Request Date:

UDDS: UDDS Name: Telephone #:

Email: Campus Address:

Submitted on Behalf of:

Section 3 - Project Information

This section is to help ACS understand what the project should achieve. Please provide a description of what should be done, as well as the reason for the request.

Project Name: Project Primary Contact Person:

Date Needed By:

Project Type:

a. Enhancement (make improvement to the existing systems)

b. New Development (Brand new application/system)

c. Other

Project Description/Scope/Justification: (Please provide as much information as you can to describe your project needs.)

Section 4 - Attach Documents

Please attach any supporting information, documents, print screens, etc to this request. This will help our developers to analyze your request.

Documents Attached

No Documents Attached

Section 5 - Department Approvals:

Submitted by:

Print name: Title: Signature:

Date:

Approved by:

Print name: Title: Signature:

Date:

Section 6 - TO BE COMPLETED BY ACS/INFORMATION TECHNOLOGY

Project ID: Assigned to:

Project Status:

On Hold Approved Pending Approval In Progress Completed

Approval Date:

Estimated Project Development Hours:

Project Start Date: Project Completion Date:

Other Comments: