IT Project Request Form  
Please complete all information

Send completed form to the following email account: [ITProject@fhda.edu](mailto:ITProject@fhda.edu).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requestor’s Name: | Suzanne Pfeiffer |  | Date Submitted: | January 24, 2012 |
| College: | Central Services |  | Date Needed: | June 2012??? |
| Department: | Human Resources |  |  |  |
| Email address: | [pfeiffersuzanne@fhda.edu](mailto:pfeiffersuzanne@fhda.edu) |  | User Project Lead | Christine Vo |
| Phone Ext: |  |  |  |  |

|  |  |
| --- | --- |
| Please discuss this project with your Technology Task Force committee.[[1]](#footnote-1) => Completed (Y or N): | N |

|  |  |
| --- | --- |
| Description of project need and scope: | The District is anticipating a move to CalPERS health plan effective September 1, 2012. We will need to plan the project out to ensure a smooth transition with Banner and CalPERS |

(Box expands as you type)

|  |  |
| --- | --- |
| Source of project funding: | Banner Back fill |

*I approve this project request.*

|  |  |
| --- | --- |
| Dean’s / Director’s Name: | Dorene Novotny |

|  |  |
| --- | --- |
| Dean’s / Director’s Comments | It is probable that the district will be contracting with CalPERS for its health benefit plans and terminating our self-funded status and related contracts. We currently expect a possible implementation date of September 1, 2012. |

(Box expands as you type)

For ETS use only

|  |  |
| --- | --- |
| Received Date: |  |
| ETS Director: |  |
| ETS Project Title: |  |

ETS to forward completed form to appropriate taskforce and requestor

1. Optional [↑](#footnote-ref-1)