IT Project Request Form
Please complete all information

Send completed form to the following email account: 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 |  | 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)