IT Project Request Form
Please complete all information

Send completed form to the following email account: ITProject@fhda.edu.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requestor’s Name: | Marilyn Cheung |  | Date Submitted: | March 1, 2012 |
|  College:  | De Anza and Foothill |  | Date Needed: | ASAP |
|  Department: | International Student Programs |  |  |  |
|  Email address: | cheungmarilyn@fhda.edu, corderoacd@fhda.edu,beersgeorge@fhda.edu,crattylark@fhda.edu |  | User Project Lead | Marilyn CheungGeorge Beers |
|  Phone Ext: | 8420 (Marilyn), 8945 (Angela), 7077 (George), 7489 (Lark) |  |  |  |

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

|  |  |
| --- | --- |
| Description of project need and scope: | 1. FSAtlas – re-activate FSAtlas for De Anza and set up for Foothill, which require the installation of a new server and latest version of FSAtlas
2. Online International Student Application Form – development of a FHDA form separate from CCCApply
3. Creation of a “SEVIS Coordinator” position overseeing both international offices’ internal SEVIS, health insurance, application, data, and technology needs and serve as liaison with ETS.
 |

 (Box expands as you type)

|  |  |
| --- | --- |
| Source of project funding: | District |

 *I approve this project request.*

|  |  |
| --- | --- |
| Dean’s / Director’s Name: | Angela Caballero de Cordero / Marilyn Cheung |

|  |  |
| --- | --- |
| Dean’s / Director’s Comments |  |

 (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)