IT Project Request Form  
Please complete all information

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

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| --- | --- | --- | --- | --- |
| 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](mailto:cheungmarilyn@fhda.edu), [corderoacd@fhda.edu](mailto:corderoacd@fhda.edu),  [beersgeorge@fhda.edu](mailto:beersgeorge@fhda.edu),  [crattylark@fhda.edu](mailto:crattylark@fhda.edu) |  | User Project Lead | Marilyn Cheung  George Beers |
| Phone Ext: | 8420 (Marilyn), 8945 (Angela), 7077 (George), 7489 (Lark) |  |  |  |

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

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| 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)

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| Source of project funding: | District |

*I approve this project request.*

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

|  |  |
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| 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)