IT Project Request Form Instructions (DRAFT)

Requesting a project

Fill out the attached form and send to ITProject@fhda.edu. Don't forget to discuss your project with your manager (dean, director, or above) and have your manager complete and send the form electronically from his / her account.

Requestors should communicate their needs for all IT projects (including those identified in grant proposals) as soon as possible to ensure that results of the prioritization process are available in a timely fashion.

Project Definition

A project is defined as an activity undertaken to acquire, develop, enhance, or repair functional capabilities or services using IT components (software, hardware, or both), in which a significant level of effort is required to meet user objectives. A significant level of effort is defined as taking more than 40 labor hours to complete or costing more than $5K. As an example, requests to install computers, repair workstations, or troubleshoot multi-media rooms should not be considered a project and will be addressed by submitting requests to the Call Center.

Schedule

Projects are reviewed on a quarterly basis and results are published at the end of the quarter (March 31, June 30, September 31, December 31) at www.ITProject.fhda.edu.

It is possible that projects submitted later that the dates listed in this table could be reviewed sooner depending on workload and meeting schedule.

Review Process

When ETS receives a project request form, one of our managers will meet with the requestor to discuss the project. This will probably take two meetings. In the first meeting, the ETS manager will discuss user needs and project scope with the requestor. Researching possible options for the development or acquisition of systems to meet the requestor's need may be required. In the second meeting, the ETS manager and the requestor will refine project scope and jointly complete the *IT Project Evaluation Tool* assessing both the impact / benefit of the project as well as the cost / level of effort that the project requires for implementation.

ETS will then submit the *IT Project Request Form* and the *IT Project Evaluation Tool* results to the appropriate college (or to the Central Services organization), whose representatives will review all project requests submitted by college members and prioritize the projects. A district level committee will meet to consolidate college lists into one master prioritized list. This list will be presented to Chancellor's Staff for final review and approval.

ETS will initiate work on projects as a function of their priority, availability of resources, and status of supporting infrastructure.

Two weeks after submitting a request, requestors may view project status online at www.ITProject.fhda.edu.