

9. CONSTRAINTS:

10. INTERNAL PRIORITY:

APPROVAL SIGNATURES

SIGNATURE	DATE
IT Work Group Member	
Project Sponsor	
Division/Office Director	

INSTRUCTIONS FOR COMPLETING THE IT PROJECT REQUEST

Overview:

To initiate the project request review and approval process, please submit a completed and signed project request intake form to Rebecca.Northup@dep.state.fl.us in the OTIS Project Management Office. Once received, your request will be placed in a request queue and prioritized for subsequent high-level analysis, cost and effort estimates. For larger requests that require significant analysis effort, additional funding may be required to conduct this analysis. After analysis, the project request will then be reviewed for approval, and if approved, prioritized on the OTIS Work Plan by the DEP IT Governance Council.

Form Instructions:

Complete the sections on the form as indicated below:

1. Submitting Division(s) or Office(s): Identify the division or office that is submitting the request
2. Project Sponsor(s): Identify the individual who will serve as the project's sponsor. The project sponsor provides clear support for the project and typically provides the project funding.
3. Project Name: The unique name of the project as it is commonly known within the submitting office. Define any abbreviations used in the project name.
4. Preparer's Name and Contact Information: The name and contact information of the person who prepared the request. This individual may be called upon for additional information or clarification.
5. Funding Availability: Specify if funding is (or will be) available for the requested project.
6. Funding Contact: Provide the name of the program area funding contact.
7. Business Need & Objectives: Briefly describe the business need that is driving the request. Business needs should be considered in three categories: (1) **Strategic** – affecting the entire organization or key external stakeholders, (2) **Tactical** – affecting multiple business units, and (3) **Operational** – affecting specific business processes within a given functional area. Indicate if there is a legislative or federal mandate associated with the project.

Identify the key business objectives that must be addressed by the proposed project. Business objectives can be strategic, tactical, or operational in nature and correspond to the business needs in the same categories. Examples of strategic objectives are: (a) lower operational costs, (b) improved customer service. Examples of tactical objectives are: (a) increased access to data for stakeholders in a specific functional area, (b) improved coordination of services between business units. Examples of operational objectives are: (a) greater efficiency in a specific business process, (b) decreased reliance on staff time to perform specific functions.

8. Proposed High-Level Scope of Work (SOW): Provide a brief, high-level description of project scope, both what is in scope and what is out of scope. If possible, include expected major milestones and deliverables. If approved, this high-level SOW will form the basis of the project plan.
9. Constraints: Identify any known factors that may limit the project execution. Since constraints impact schedules and resource needs, these should be identified as early in the project request process as possible. For example, if a rule change has occurred that requires a system modification to comply by a known date, this can impact the priority, the schedule, and/or the number of resources planned for the project. **Identify any significant dates by which the project, or specific milestones, must be complete.**
10. Internal Priority: Prioritize this project with respect to other projects currently being requested by your division/office. Indicate priority as High, Medium or Low.