

Information Technology Intake Form



PROJECT INFORMATION

Project Name	Date Submitted
Sponsoring Department/Division	Date Last Amended
Submitted by	Department Head Who Approved this Submittal

PROJECT DETAILS

<p>Project Description [Briefly summarize the proposed project: who, what, when, where?]</p>
<p>Business Case: [Explain the business problem that you are trying to solve / the business drivers for this project. Why is this project being done? Will this project improve customer satisfaction, increase revenue, reduce costs, mitigate risk, improve processes, etc.?.]</p>

Information Technology Intake Form



Business Drivers

- Legal Compliance.** New legislation or legal precedence that requires a change in City business processes and/or the implementation of new technology for compliance purposes.
- Public Safety.** Projects that address gaps in the delivery of public safety services or that enhance or expand public safety services.
- Public Service.** Projects that provide new services to the public or enhance current services.
- Council Direction.** Projects that support the stated goals of City Council.
- High Impact.** Projects that improve business efficiency or enhance data collection and analysis for multiple City departments or a large number of staff.
- High Return on Investment (ROI).** Projects that will allow the City to achieve savings either through reduced costs, reduced staff time to complete work, or other cost-saving factors.

Type of Project

- New Product.** This is a new system, application, or infrastructure (hardware).
- Product Upgrade.** This is an available upgrade to an existing vendor product.
- Product Replacement.** This is a possible replacement of an existing product.
- Product Expansion.** This is an expanded use of an existing product.
- Other.** If "other", or more than one type, please explain below.

Requested Timeline

- Needs Analysis:
Finish Date
- Procurement/Purchase:
Finish Date
- Implementation:
Start Date
Finish Date

Is this timeline flexible? Please explain.

Estimated Cost of Software and/or Hardware with Vendor Implementation Support (If Known):

\$

Proposed Funding Source(s): **General Fund** **Enterprise Fund** **Grant** **Other**

Information Technology Intake Form



Alignment with I.T. Goals:

[Explain how this project aligns with the City's I.T. Mission and Goals]

Departments/Division Impacted by Project:

[Explain how this project will affect various City departments and divisions, including but not limited to, your own.]

Submitter: Please Sign Here

FOR I.T. STAFF USE ONLY

I.T. Staff Member Assisting with Intake

I.T. Staff member Notes (include estimate of I.T. staff involvement)

Signature (Maryanne Knight)

Date Approved