

Advancement Steering Team Project Request Form

General Information:

All fields are required.

Name of Person Making Request/Filling Out Form:		Date Submitted:	
University Advancement Unit:		Request Completion Date:	
Short Descriptive Project Name:			
Priority:		Criticality:	

Note: If you are not a member of a University Advancement (UA) Unit, please enter the name of the UA staff member supporting this request here:

For Priority and Criticality, pick most appropriate value for your unit/department. For priority make selection based on importance of project to your unit and for criticality consider how advancement operations are affected. Ex: A font change request may be high priority but low criticality. Use 'Emergency' and 'Critical' options only for exceptionally urgent projects without which operations would be severely impacted. If you are unsure about these selections, contact Kushal Dasgupta (5.1599 or kushal_dasgupta@ncsu.edu).

Project Description:

In this section, tell us what it is that you want or need done or how you need our help. Please give as much detail as possible.

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Justification:

In this section, tell us why this project is important and how completing it will support the goals of University Advancement or the university.

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Departments/Other Applications Impacted:

In this section, tell us how what you're asking for will or could impact other offices/areas/systems/applications (e.g., Advancement Services, Alumni, FAI, etc.).

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Alternatives:

Are there any alternatives to completing this project? If so, why are they less desirable than your project request as presented? It is helpful for you to include statements about the impacts and/or costs of the alternatives compared to your project request.

1.

2.

State impacts/costs of alternatives.

Costs:

In your estimates below, include costs for completing the project as well as maintaining it. To get estimates of staff hours for IT and IS, contact Kushal Dasgupta (5.1599 or kushal_dasgupta@ncsu.edu); for Alumni & Donor Records, Gerard McNeill (5.8399 or gerard_mcneill@ncsu.edu).

1. Software/Hardware/Licensing costs:

2. Advance IT Developer hours:

3. Advance IS Analyst hours:

4. Alumni & Donor Records hours:

5. OIT Systems hours:

6. Other:

Note: Any projects needing OIT system hours will also need approval from an OIT governance committee; this approval will be requested by the Advancement Steering Team if the project is approved to move forward.

Decisions/Recommendations:

This section is completed by the Advancement Steering Team.

Approved

Approved w/modifications

Denied

Request Type:

System to Modify:

Recommended Implementation date:

Entity Making Decision: Advance Steering Team

Date:

Authorizing Signature (Chair):

Authorizer Name & Title (Printed):

Members Voting Against or Abstaining:

Recommendations/Comments/Discussions: