



CMS Project Request Form



The purpose of this form is to request significant work be undertaken by the CMS team. It gathers high-level information and allows the CMS leadership to plan timelines, prioritize, and assign resources to projects.

Project Title	<input type="text"/>		
Requestor Name	<input type="text"/>	Requestor Email	<input type="text"/>
Requestor Phone	<input type="text"/>	Project Lead(s)	<input type="text"/>

Business Justification/Reason for Request

Please describe, at a high level, the processes to be improved and their overall flow. Please list relevant time constraints or deadlines.

Project Description and Deliverables

Please provide a deeper description of the project and the requested outcome. Please also list any impacts of not proceeding.

Business Rules/Legislative Requirements

Please list any business rules or legislation that may have an impact on this request.

Resources

Who in your office will be the lead working with CMS? Please note any other departments on campus that will be involved in this project.

Considerations/Dependencies

Is there anything that would need to be in place before we commence working on a solution?(e.g.- policy change, data cleanup, business process change) What are the potential obstacles for completing the project?