IT Project Request Review Form

For IT Steering Committee (ITSC)

Received on	Reviewed by ITSC on

Instruction

This form is required to fill and submit to ITSC if your project's total cost is over $25,000 in capital and/or total annual operating expenses in excess of $20,000 with an impact extending beyond a single Department or spanning multiple divisions within a Department or Office. Please remember only county elected official or department head can sign the form and submit to the ITSC. ITSC will invite you to the meeting for further discussion. Please contact Chief Information Officer for more information.

Contact Information

Presented by:			
Department / Division:		Phone Number:	
Email:			

Project Information

Project Title :	
Executive Summary:	
Business Goal(s):	
Problem(s):	
Cost Analysis:	

Attachments

List of Attachments: (ROI. TCO.)	

Signature

Date:

Name :

X

Elected Official / Department Head