



STATE OF ALABAMA  
OFFICE OF INFORMATION TECHNOLOGY

**OIT Procedure 410P2**  
**Completing a Project Request Form**

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PROCEDURE NUMBER	OIT Procedure 410P2-01
VERSION DATE	<a href="#">April 12, 2016</a>
PROCEDURE TITLE	Competing a Project Request Form
GOVERNING POLICY	This procedure is governed by the current Policy 410: IT Project Initiation, regardless of revision.
TERMS AND DEFINITIONS	<p>Office of Information Technology (OIT) – formed through the passage of Senate Bill 117, to focus on three statutory mandates: IT Strategic Planning, IT Governance, and IT Resource Utilization.</p> <p>Project Request – provides basic information and description about the project</p> <p>Project Initiation Packet – This packet consists of two documents: the project request and the business case which includes the cost benefit analysis. This packet is to be submitted to OIT for project governance.</p>
OBJECTIVE	The objective of this procedure is to provide guidance on how to complete and submit the Project Request to OIT. The Project Request is part of the Project Initiation Packet.
PURPOSE	This procedure’s purpose is to provide instructions for completing the Project Request.

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**SUPPORTING  
DOCUMENTS**

The following documents support this Procedure:

- OIT Policy 410: IT Project Initiation
- OIT Procedure 410P1: IT Project Initiation Phase
- OIT Template 410T1: Project Initiation Packet

**EFFECTIVE DATE**

This Procedure shall be effective upon its approval by the Secretary of Information Technology, as evidenced by the signature of the Secretary being affixed hereto.

**SUPERSEDES**

This is the initial Procedure and does not supersede a previous version.

**PROCEDURE**

Completing a Project Request Form

## **1 Introduction**

### **1.1 Inputs**

- The Project Request is part of the Project Initiation Packet.
- The Project Business Case Document (which includes the cost benefit analysis information) must be submitted along with the Project Request to OIT.
- The Project Initiation Template should be used to complete the Project Request.
- The Project Initiation Template can be downloaded from OIT's website.

### **1.2 Entry Criteria**

The Project Request must be approved by the Department's director/commissioner prior to being submitted to the OIT.

### **1.3 Procedural Steps**

1. Open the Project Initiation Template.
2. Select the 'Project Information' link that is located under the Navigation menu.
3. Complete all of the fields on the Project Information screen.
  - Project Name – this should be a short name that describes the project. This name must be consistent across all submitted documents within the Project Initiation Packet for identification purposes.

- Date of Project Request – date request is approved by department or agency
  - Estimated Start date – date anticipated to start the project
  - Estimated Completion date – date anticipated to finish the project
  - Size of Project as Determined by Sizing Tool – Project Size (Moderate or Major)
  - Implementation Date of the System/Solution – The date the system is placed in production. The project may not be completed prior to the implementation date.
  - Life of the Proposed Solution in Years - number of years anticipated for the project to be utilized by the agency (maximum 15 years)
  - Project Requestor name, phone number, and email address
  - Project Manager name, phone number and email address
  - Project Sponsor name, phone number, and email address
  - Project Owner name, phone number and email address
  - Project Agency name – this is the sponsoring agency. There may be multiple agencies involved in the project.
  - Agency Acronym – Acronym for the Agency sponsoring the project.
  - Provide a Description of the Issue/Problem– general description of project (limited to 2000 characters)
  - Explain the Recommendation – describe how the project will address the issue/problem.
4. Once all fields have been completed on the project information screen, return to the dashboard in order to save the information to the template.
  5. To view the Project Request form, select the ‘Project Request’ link that is located under the Reports Menu.

## **2 Verification/Supporting Data**

### **2.1 Output**

The completed Project Request should be submitted to OIT as part of the Project Initiation packet.

### **2.2 Responsibility/Authority**

OIT has approved this procedure and has the authority to ensure compliance with this procedure.

### **2.3 Deviation/Tailoring**

There should not be any deviations or tailoring permitted to this procedure. If deviations or tailoring are required, a request must be submitted to OIT.

The undersigned, as Acting Secretary of Information Technology of the State of Alabama, exercising the power vested in that Office by the laws of this State, declares this Procedure to be available for adoption as of the  12  day of  April , 20 16 .



Joanne E. Hale, PhD  
Acting Secretary of Information Technology

DOCUMENT CHANGE HISTORY

Version	Release Date	Comments
410P2-01	April 12, 2016	Initial version