

Office of Technologies

Technologies Project Request Form

All requests for use of IT resources will be governed by the Bergen Community College [Acceptable Use Policy](#).

Project Name	A name that uniquely identifies the proposed project

Description	A brief description of the proposed project, expected benefits, and justification.

Project Contacts/Leads	Identification of those individuals that will play a leadership role in the selection and implementation of the requested technology or product

Timeline	An indication of required timeframe for execution of this project

Priority	<p>An indication of the project's priority. Priorities are identified as follows:</p> <p>Low - Technology proposal is submitted without strict timelines. Expected benefits are documented, but are not critical or will not be immediately realized. A low priority indicates that the project timeline may be modified as necessary without compromising the project's success.</p> <p>Normal - Project benefits are clear and included in the proposal. Project should be considered for execution based on the recommended timeline. Deviation from the timeline may compromise the project's success.</p> <p>High - Project is considered urgent and no deviation from the timeline indicated should be considered in order to ensure success. Justification for this high priority status is clearly indicated in the proposal.</p>
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Project Goals	<p>Expected goals of the project must be clearly defined. Goals should identify:</p> <ul style="list-style-type: none"> • Project deliverables • Areas affected • Expected benefits (short term and long term) • Measurable indications of project completion/success

Budget	<p>The estimated cost of the project, including:</p> <ul style="list-style-type: none"> • Initial implementation cost • Lifecycle replacement costs, if applicable • Support and Upgrade costs • Cost of additional resources needed to implement or support related technologies • Source of project funding