Division of Information Technology

IT Project Request Form

Complete this form if your division or department needs assistance from the Division of Information Technology for an implementation or integration effort that requires coordinated IT resources, project management, and cross-departmental collaboration. Please include as much information about your project as possible. This information will help us understand your project needs, priorities, scope, and impact. Completed forms should be emailed to: IT-PMO@coppin.edu, cc: KeJackson@coppin.edu.

ABOUT THE REQUESTER

Date	
Name	
Title	
Coppin Email Address	
Telephone Number	
Department	
Division	

Is this project already funded or is this an exploratory project?   _____ Funded   _____ Exploratory

If it is already funded, what is the funding source? _____

Requested Timeline for Implementation: _____

Is this a one-time implementation or is on-going support needed?   _____ One-Time   _____ On-Going

UNIVERSITY STRATEGIC ALIGNMENT - Courageously Soaring 2025 – 2030 Strategic Plan

Please identify the university strategic goal that this IT Project Request supports, and provide a brief explanation of how the project aligns with that goal.

ABOUT THE PROJECT

Project Name/Title	
Project Sponsor Who is authorized to allocate financial resources or personnel for the implementation of this IT project?	
Project Description Summarize the main concept in 2-3 brief sentences.	
Problem or Need Statement What problem does this project solve or what new possibilities does it create?	
Expected Benefits, Outcomes and/or Deliverables Impact on students, faculty, staff, academic programs, research outcomes, etc.	
Primary Stakeholders / Impacted Units Which user group, departments or processes will be affected?	

GENERAL COMMENTS

Below, list any comments or questions that will help IT understand and evaluate this project request.

Project Requester's Signature _____

Project Sponsor's Signature _____

Area Vice-President Signature _____

Completed forms, with supporting documentation, should be emailed to:

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