

Initial Technology Request (Idea Form)

REQUESTOR/CONTACT:	DEPARTMENT:
OWNER/SPONSOR:	DATE SUBMITTED:

REQUEST/PROPOSAL – Summarize the business need or problem and the proposed solution.

BENEFITS/OUTCOMES – State the expected benefits and outcomes.

RISKS OF NOT DOING THE PROJECT – Explain the impacts if this need is not addressed.

STAKEHOLDERS – Identify those affected by this request.

DESIRED TIMELINE – Describe the preferred project timeline.

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FUNDING – Please select one of the following.

- No funding required
- Funding in current year’s budget
- Funding in next year’s budget
- Request for funding to be entered in BearQuest
- Funding from grant
- Other – Describe:

TECHNOLOGY OPTIONS – List any alternative solutions considered or available.

Approving Asst/Assoc VP or Dean BearID: _____

(Notification of receipt of request will be emailed to approving executive.)

Email completed form to micah_lamb@baylor.edu.

To be completed by ITS:

DATE RECEIVED:

REVIEW:

ITS STAFF MEMBER ASSIGNED: