



# Program Request Form ITS Enterprise Services

Date:

Requestor:

Dept.:

Office Phone:

## Detailed Description

Nature of Request, please be specific, add attachments as needed:

If known, please identify area of change or addition:

- \_\_\_\_\_ Datatel
- \_\_\_\_\_ Colleague Advancement
- \_\_\_\_\_ Cognos
- \_\_\_\_\_ Online Web form
- \_\_\_\_\_ Other

## Mnemonic

Does this request affect an existing mnemonic? "[ GU""PQ

If Yes, which mnemonic \_\_\_\_\_?

## Date Needed

Is there a mandatory deadline date for this request?""[ GU""PQ

If yes, what date \_\_\_\_\_

What criteria constitute the date needed, please be specific?



## **Additional Criteria**

Please explain your planned usage (frequency) for this new application and how it will be used.

- Is this a request for an **existing program** or a request for a **new program** ?
  
- How often do you plan on using the requested application?
  
- What function will it serve?
  
- Who will be using this new application?
  
- Please list your rationale for requesting this application (why do you need this program).
  
- Does your request pertain to an Internal (inside MCC) application or an External (bank, credit union, federal agency, etc.) application?

Please be specific, since your responses will be used for authorization, prioritization, and analysis.

Once you have completed the form, either scan and email or use inter-office mail and send to the following:

Joe King

ITS - Information Technology Services

Manager of System Initiatives

CM 1204, [joe.king@mcc.edu](mailto:joe.king@mcc.edu)

### **Cost Center Manager Authorization/Signature:**

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### **ITS Use Only:**

1. Will this request affect other Depts. /Users?
  - a. If yes, who?
  - b. If yes, do they agree with the changes?
  
2. Has this request been approved by the prioritization committee?
  - a. If yes, what prioritization has been assigned?
  
3. Has this request been assigned to a programmer?
  - a. If yes, what programmer has been assigned?