Department Title

Division Title

Project Title

Application Notification

Request for Application Development Support

Last Saved: January 16, 1998

Table of Contents

Executive Summary.....1

Project Sponsor and Organization 1

Proposed or Affected System 1

Reason for Request.....1

Affected Business Processes 1

Purpose of Change.....1

Affected "Customers" 1

Possible Technical Solution.....1

Affected Applications.....1

Sponsor Commitment.....2

Executive Summary

The executive summary will include an overview of the intermediate documents developed in this phase including: a) a description of the current business process (es), b) a statement of business requirements, c) process redesign recommendations, d) an overview of high-level application functions, and e) description of a high-level data model.

Project Sponsor and Organization

The name, address, telephone number, organization and title of the sponsor.

Proposed or Affected System

The name of the proposed application.

Reason for Request

If the proposal stems from a legislative mandate, which law? Other?

Affected Business Processes

A name and general description of the business process(es) this project is expected to impact.

Purpose of Change

The purpose of this application as it relates to the business process(es).

Affected "Customers"

The key internal and external customers this project is intended to benefit.

Possible Technical Solution

If known, a high-level overview/proposal of the technology that might be used to develop the proposed application.

Affected Applications

If known, existing or proposed applications, databases, or technologies that this application might be expected to effect. These applications, databases, or technologies may reside inside or outside of the sponsor's immediate organization.

Sponsor Commitment

We have completely reviewed this request,
We agree that it is necessary and worthwhile
and we are ready to commit the necessary resources
to the successful completion of the project.

Signature	Date	Representing
		Division User Representative
		Division Sponsor