

PROJECT INITIATIVE REQUEST

Date

Project Name

Outside Party Information

Agency Name

Project Manager

Requester (if any)

Project Sponsor

Reference Number (if any)

MVD Information

Project Manager

Requester (if any)

Project Sponsor

Heat Number

Describe what is being requested and by which party

Current Process

Why is this change needed?

What is changing? (applications, hardware, Web pages, etc.)

Possible alternatives to the above change

Is a feasibility study/pilot project needed? If so, was one performed?

Expected Benefits

Priority (of both parties and other conditions that may affect the priority before expected completion time)

What is to be accomplished and when?

Required Deadline Dates (legislation, rule, etc.)

Which of the following are needed and by which party?

Business Requirements	<input type="checkbox"/> MVD	<input type="checkbox"/> Outside Party
Technical Requirements	<input type="checkbox"/> MVD	<input type="checkbox"/> Outside Party
Change Requests	<input type="checkbox"/> MVD	<input type="checkbox"/> Outside Party
User acceptance Testing	<input type="checkbox"/> MVD	<input type="checkbox"/> Outside Party
Test Case Scenario/Data	<input type="checkbox"/> MVD	<input type="checkbox"/> Outside Party
Cost Overages	<input type="checkbox"/> MVD	<input type="checkbox"/> Outside Party
Time Extensions	<input type="checkbox"/> MVD	<input type="checkbox"/> Outside Party
Other	<input type="checkbox"/> MVD	<input type="checkbox"/> Outside Party

Escalation Procedures and Equivalent Persons for Each Party (Both parties must agree to escalate the issue)

Impact of Denied or Postponed Request

Funding (who, current and future)

Does this project require a Project Investment Justification?

When should a post implementations review take place?

Checklist:		
Is there a need for further definitions of terminology used in this project needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a need for an inter-agency agreement or Memorandum of Agreement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a need to establish a file naming format or conventions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a need for publicity, policy, procedures, forms or rules?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this project affect other agencies or customers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will inter-agency training be required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The below individuals have reviewed this document, understand its contents and are in agreement.

Signature	Project Role	Date
Signature	Project Role	Date
Signature	Project Role	Date
Signature	Project Role	Date
Signature	Project Role	Date