

### REQUESTER / SPONSOR INFORMATION

**Requester**  **Ext**  **E-mail**

**Sponsor**  **Ext**  **E-mail**

*A statement of sponsor support should accompany all project requests and must be received by the proposal deadline.*

### PROJECT INFORMATION

**Title**

**Level**  **Type**

### Purpose

*The problem of*

*affects*

*the impact of which is*

*a successful solution would be*

**Alternatives**

**Alignment with Strategic Objectives**

**Deadline Date**  **No Hard Deadline**

**Deadline Reason**

<b>Considerations / Dependencies</b>	We would need an appropriate development environment with recent clones of PeopleSoft and Nolij.					
<b>Resources</b>	Brendan Brisker will be the primary contact in the Financial Aid office, while Liz Villarreal will be the analyst/programmer. Peggy Metzger and Patti Carlson will also play key functional roles in development and testing.					
<b>Estimate (Hard Costs Only)</b>	<b>Initial</b>	<input type="text" value="\$0"/>	<b>On-going</b>	<input type="text" value="\$0"/>	<b>Budgeted</b>	<input type="checkbox"/>
<b>Comments</b>	Costs should only entail analyst/programmer time. Since this project would leverage code in our existing Nolij stored procedures and simply expand the number of cases the existing automation treats, development and testing time should be mitigated in comparison to a de novo project. There are no hard costs associated with this project because all hardware, software, and licensing have already been purchased by Central ITS.					
<b>Affected System / Module</b>	Nolij Document Management, PeopleSoft indirectly through updates and inserts by Nolij stored procedures.					
<b>Other</b>	<input type="text"/>					

**Email completed project request form and written indication of support from the project sponsor to the ITS Project Office at [itspo@humboldt.edu](mailto:itspo@humboldt.edu)**

**From:** Scott K. Hagg [mailto:Scott.Hagg@humboldt.edu]

**Sent:** Thursday, March 08, 2012 3:32 PM

**To:** itspo .

**Subject:** Fwd: IT Project Request for FAO Comprehensive Workflow

Attached is a project proposal from Financial Aid. I am sponsoring the project and fully support it.

Sincerely,  
Scott Hagg

**From:** Scott K. Hagg [mailto:Scott.Hagg@humboldt.edu]  
**Sent:** Sunday, March 11, 2012 7:36 PM  
**To:** Melinda Haynes Swank  
**Subject:** Statement of Support for Financial Aid

The Financial Aid Office went paperless with the assistance of Nolij last year. We were the first office on campus to utilize the new system. As such, we were unaware of a number of issues. This project proposal looks to clear up the loose ends. Staff in Financial Aid and in the ITS Projects Office have worked together to develop the project proposal and we all feel confident this addresses all unresolved issues.