

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

Considerations / Dependencies

Resources

Estimate (Hard Costs Only) **Initial** **On-going** **Budgeted**

Comments

Affected System / Module	NOLIJ
Other	Proposed Scope: <ol style="list-style-type: none">1. Create an electronic filing cabinet in Nolij to store scanned copies of authorization forms.2. Create inboxes in Nolij for each person/office who needs to authorize.3. Create workflow processes in Nolij to route forms correctly (see form for routing instructions)4. Create communications steps in Nolij to handle notification.5. Create Business Process Guide to document new business processes.

Email completed project request form and written indication of support from the project sponsor to the ITS Project Office at itspo@humboldt.edu