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| *A picture containing diagram  Description automatically generated*Project Description*(This form must accompany the Technology Procurement Request Form)* |
| Program Office Name:  |  |
| Contact Name: |  |
| Service Begin Date:  |  |
| Service End Date:  |  |
| Projected Annual Cost: |  |
| Anticipated Years Required: |  |
| Exemption Required:  | **Yes** |  | **No** |  |
| *If yes, check only one:* | **Sole Source** |  | **Emergency** |  |
| Project Background/Description |
| Considerations: Be SpecificWhat motivated this project (e.g., legislation, demo, etc.)Describe the project/system to be implemented.What do you hope to accomplish with this project/system?What will the project accomplish that is not currently accomplished manually or with other projects/software? |  |
| Goals and Objectives |
| Considerations:Are there performance goals and objectives for implementation?How will the project/system’s goals map to the department goals and needs?How many vendors required?Is there a current vendor and do you want to replace with a new vendor? |  |
| Business Need(s) |
| Considerations: What department/business requirements will this project/system address?Is a hosting environment for the agency and vendor (e.g. cloud, government cloud) needed?What problems should this project/system solve? |  |
| Configuration |
| Considerations:Describe the application/system desired. |  |
| System(s) Integration |
| Considerations:Are there other projects/systems with which this system will interface?Is there any existing project/system documentation? If so, include. |  |
| Functional Requirement(s) |
| Considerations:Is web access and mobile access required? If so, explain.Describe the administrative management and workflow.Are notifications and alerts required?Are specific functions required (e.g. search/calendar /audit /archival functions)Is Document Manager required? Will the project/system require reports and dashboards?Is data migration/management /backup services required?Is software and security required? |  |

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| Data Set Integration |
| Considerations: Is the data and/or functionality shared by others? If there will be or are existing data sharing agreements, please list the names of the data recipient(s). |  |
| Support/Resources |
| Considerations:What information/projects support do you need from this project/system that you don’t have now?Are there addition licenses, software, or hardware needed to deploy this project? |  |
| Key Users/Stakeholders |
| Considerations:Who are the key keyholders and users? Do their goals differ? If so, how? |  |