

Information Technology Investment Request (ITIR) Form

Please submit all IT Investment Requests to [DL ITS PMO](#).

Contact information of the person submitting the ITIR.

First Name, Last Name, Middle Initial	
Role or Position	
Phone Number and Extension	
Email Address	

Please fill out as many sections as you can

A. Required - Brief Description of the Requirement

Provide a brief description of the solution or change.

B. Required - Detailed Description of the Requirement

Problem Statement. Why are you requesting this solution or change?

Q1. Is this request a new Business Process or Enhancement to an existing Process?

New

Enhancement

Not Sure

Q2. Do any workarounds exist currently?

Yes

No

Not Applicable

C. Required - If you have selected 'Yes' for the above question (Q2) then please describe workaround(s) in the box provided below.

List the work around process details.

D. Required - Business Goals or Objectives of the Request

Describe how this request is beneficial in achieving the business goal.

This section should justify the business need for the requested change or enhancement.

E. Reporting or Data Requirements

List what kind of reporting would be required along with any additional or new data fields needing to be added.

F. List Dependencies (if any)

List all the known and suspected or anticipated relationships between both DOC and non-DOC systems or applications

e.g., Change in DOC400 may change the value reflected on OMS.

G. List of Stakeholders

First Name, Last Name, Middle Initial			
Role or Position			
Phone Number and Extension			
Email Address			

H. Required - Contact Information for the Business Administrator (Functional Unit Manager)

First Name, Last Name, Middle Initial	
Role or Position	
Phone Number and Extension	
Email Address	

I. Communication Strategy

Person to contact and how to reach them if there are any related concerns or questions

J. Please attach all supporting documents

Type or List of documents:

- **Required**- Business Administrator Sign off (e.g., Copy of Email [Print out or pdf])
- Build versus Buy evaluation (Template to be provided by Enterprise Architect Team)
- Screen Shots (jpeg, images, screen prints)

Required Sections or Documents

Please note: Try and fill as much information as much you can. Fields marked as required are **MUST HAVE** sections. If these sections are not filled out, it may delay the process and your request may not be accepted.