### APSC Design Team Request

**REQUEST INFORMATION**

<table>
<thead>
<tr>
<th>Name of Request:</th>
<th>Name of Requestor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Team Name:</td>
<td>Department/Program/Year:</td>
</tr>
<tr>
<td>Faculty Sponsor:</td>
<td>IT Contact:</td>
</tr>
</tbody>
</table>

**Date:** Click here to enter text.

**Section A - Requirements**

**Background:**  
*Present the background on the Design Team and the high level IT needs to achieve the team’s outcome*  
Click or tap here to enter text.

**Requests and IT Requirements:**  
*Provide details of the request, the requirements and any associated benefits. Include any information related to hardware and software. List out the expected services and support.*  
Click or tap here to enter text.

**Target Schedule:**  
*When do you need the services and support*  
Click or tap here to enter text.

**Consequences of not Going Forward with this Request:**  
*Please detail and quantify impacts of not going forward or delaying this request*  
Click or tap here to enter text.

**Section B – Available Funding**

- Yes  
  If “Yes” what / who is the source of funding? Click or tap here to enter text.  
  If “Yes”, how much and is it recurring? Click here to enter text.

- No

**Section C – Scope**

**Request Type:** Select all that apply and specify any details as required.

- [ ] Virtual Server hosting
- [ ] License hosting
- [ ] Storage hosting
- [ ] Group Account
- [ ] Networking
- [ ] Other

Click or tap here to enter text.
### Section D - Additional Information

What consultation has been done and with whom to develop this request?
Click or tap here to enter text.

Is there anything else that you would like to share that may help us better understand your request?
Click or tap here to enter text.

### For Office Use

**Section E – IT High Level Estimation**

*Estimation of services and support based on information provided.*
Click or tap here to enter text.

**Section F – Approval from Dean’s Office**

- **Yes**
- **No**

Approver: Click or tap here to enter text.
Date: Click or tap here to enter text.
Comments: Click or tap here to enter text.

**Section G – Commitments & Expectations**

*List of expectations and commitments to be discussed with the Design Team Liaison.*