PERBADANAN PR1MA MALAYSIA

ICT REQUEST FORM

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SECTION A : TO BE COMPLETED BY APPLICANT

NAME

EMPLOYEE NO. | DESIGNATION

DIV/DEPT.

Request Type (Check all that apply):

- ☐ New System / Service
- ☐ Replace Existing System
- ☐ Other (Explain) :
- ☐ Enhancement to Existing System
- ☐ IT Infrastructure

Business Requirements - Provide a brief description of the business needs or problems that you would like to address.

Business Justifications - State and quantify wherever possible the expected benefits/outcomes (e.g. reduced cost, improved accuracy, reduced processing time, addresses compliance or regulatory issues, etc.)

System / Software / Hardware / Service Descriptions

Justification on preferance towards specific product / brand - (if applicable only)

Stakeholders – Identify any other departments/individuals affected by this request and their respective roles in the proposed project (e.g. key process owners, users, support, etc.)

Impact/Risk of not doing the project

Desired Completion Date

Budget Amount

Budget From:

- ICT Department Budget
- No Budget Available
- No Cost Anticipated

Requested by:

NAME
DESIGNATION
DEPARTMENT
DATE

Recommended by Head of Department:

NAME
DESIGNATION
DEPARTMENT
DATE

SECTION B : TO BE COMPLETED BY ICT

DATE RECEIVED

REVIEWED BY: NAME
DESIGNATION

RECOMMEND
REJECT

COMMENTS (if any)

Recommended / Not Recommended by Head of ICT

NAME
DESIGNATION
DATE

SECTION C : APPROVAL BY MANAGEMENT

Approval from Head of Division/Group Chief Corporate Officer
depending on GLOA limit

NAME
DATE