####  Administrative Systems Services

## User Request/Project Initiation Form

|  |  |
| --- | --- |
| AMSS Form No. : F01 AMSS Ref. No.:Part A (To be filled in by user.) To :  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  User Ref. No. |  |  System/Subsystem |  |
|  Dept./Section |  |  Date Requested |  |
|  Contact Tel. No. |  |  Date Expected |  |
|  |  |   |  |
|  Purpose/Justification : |  |  |
|  Description : Please specify target users and content, sequence, selection criteria, levels of total, checking rules, output media/format, etc. where appropriate. |
|  |
|  | Requested by | Endorsed by | Accepted by |
| Testing | Production |
|  Name |  |  |  |  |
|  Signature |  |  |  |  |
|  Date |  |  |  |  |

Part B (To be filled in by ITSC)

|  |
| --- |
|  Finding/Suggestion/System Specification : |
|  |
|  Request Nature : New Project Ad hoc report |
|  System Amendment Ad hoc data extraction |
|  System Enhancement Data patching |
|  Others (Please specify)  |
|  Action (s) : Project Code: Implement the request  |
|  Not implement the request  |
|  |
|  |
|   |
|  Effort | Manday (s) | From | To |
|  Estimated |  |  |  |
|  Actual |  |  |  |
|  |
|  |
|  | Defined by | Endorsed by(ITSC project leader) | Completed by | Checked by |
|  Name |  |  |  |  |
|  Signature |  |  |  |  |
|  Date |  |  |  |  |

Head, AMSS Endorsement : Date: