#### 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: