

“Recommend a New IT Solution” Intake Form

Prepared by: ITS Business Relationship Management

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Version: 0.1

Section 1: Contact Information

Requestor Name	
Business Unit/Department	
Email	
Phone Number	

Section 2: Business Need/Problem Statement

Describe the business need or problem.
Which business process are you trying to automate or improve?
What outcomes do you expect to achieve with this solution?

Section 3: Solution Research

Have you conducted any research on available solutions?	Yes	No
If yes, please provide details of your research (e.g., vendors evaluated, demos attended, etc.):		
Do you have any preferred solutions in mind?	Yes	No
If yes, please specify the preferred solutions:		

Section 4: Project Details

When do you need the solution implemented by?			
Is there a specific timeline or deadline driving this request? If yes, please explain.			
Do you have funding allocated for this project?	Yes	No	In Process
If yes or in process, please provide details on the funding:			

Section 5: Stakeholders

Who are the primary stakeholders for this project? (Names and roles)
Who will be the main point of contact for this project?
Are there any other departments or units that will be impacted by this solution?

Section 6: Additional Information

Any additional information or comments that would help us understand your request better?

Submission

Please attach the completed form with your submission to brm@algonquincollege.com

For any questions or assistance please contact your assigned BRMP Lead (please see [Contact Us - ITS \(algonquincollege.com\)](#))