



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

## EMACS PROJECT REQUEST

<b>Project Title</b>	<b>Request Date</b>
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### REQUESTOR INFORMATION

<b>Requestor Name</b>	<b>Telephone</b>
<b>Department</b>	<b>E-Mail Address</b>

### CONTACT INFORMATION

<b>Department Contact Name (Print Name)</b>	<b>Telephone</b>
<b>Department</b>	<b>E-Mail Address</b>

**Description of problem or circumstances leading to request:**

Please provide as much information as possible in the following boxes. If you are uncertain about these requirements, an EMACS Analyst will work with you to develop these details.

**Describe what assistance you need:**

**Explain what deliverables are expected:**

**Explain how these deliverables will be applied to address the business problem:**

**When and why are these deliverables required:**

<b>Deliverable</b>	<b>Due Date</b>	<b>Reason</b>

**What are the consequences if the deliverables are not received by date(s) indicated?**

**What is your contingency or fallback plan if the deliverables cannot be provided by the dates identified?**

**What cost/time savings are expected from this project?**

<b>Appointing Authority or Designee (Print and Sign)</b>	<b>Telephone</b>	<b>Date</b>
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DISTRIBUTION: EMACS Development Team (0440)