***Application Hosting Service Request***

***Office of Information Technology***

***Miami Dade College***

*See Application Hosting Service Request Procedure for guidelines. Please fill out the form and submit to IT Help Desk* (305-237-2505 *or* *ITHelpDesk@mdc.edu*) *at least 3 months prior to the anticipated Go-Live date.*

1. **General Information**

|  |  |
| --- | --- |
| Date of Request: | Campus/Department: |
| Requestor Name: | Requestor Email & Campus Phone: |
| Sponsor (must be a department head or senior officer): | Sponsor Email & Campus Phone: |
| Functional Lead: | Functional Lead Email & Campus Phone |

1. **Application**

|  |  |
| --- | --- |
| Application Title:  | Software Version:  |
| Description: |
| Manufacturer Name: | Website: |
| Vendor Sales Contact: | Vendor Technical Support Contact: |
| License Type: | License Volume: |

1. **System Requirements**

|  |
| --- |
| Anticipated Go-live Date: |
| Operating Systems Requirements: |
| Minimum Hardware Requirements (CPU, Memory, Video/Graphic): |
| Database Requirements: |
| Storage Requirements: |
| Other Software Requirements: |
| Other Requirements and Dependencies: |
| Data backup requirements  |
| What is the anticipated lifecycle of the application? |
| OIT does not provide end user training and support for the application. Please describe your plan for training and end user support. |
| Please describe your plan for maintaining and updating the Application. |

# Funding (e.g., existing budget, net new funds).

|  |  |
| --- | --- |
| Expense Area | Funding Source |
| Software/Hardware |  |
| Training |  |
| Annual Support & Maintenance |  |
| Consulting, if applicable |  |

1. **This section will be filled out by Systems & Infrastructure Department**

Application name:

Requestor:

Sponsor:

Functional Lead:

Reviewers:

Date of Review:

**☐ Approve**

Among the projects currently waiting to be scheduled, this level of priority is most appropriate:

☐Highest priority – Critical and urgent; greatest impact overall or best value improvement:

☐Moderate priority – Important and valuable; Impact is limited or implementation costs unclear

☐Low priority – Useful, but of limited applicable value or narrow utility

**☐ Approve with these questions or concerns:**

**☐ Deny for these reasons:**