|  |
| --- |
| **\*\*\*Information Systems Staff Only \*\*\*** |
| Request Number: |  |  |  |
| Request Name: |  |  | Date Required by System Owner: |  |
|  |  |
| **All requests for changes, enhancements, data pulls, maps, reports or new projects must be submitted on this form to the IFRIS Helpdesk. The VDOF Control Board will review requests.** |
| **SECTION 1 – Work Request Detail** |
| Submitter Name: |       | Date Submitted: |  |
| Type of Request: | [ ]  New | [ ]  Change/Enhancement | [ ]  Map | [ ]  Report | [ ]  Data |  |
| System(s) Impacted: |  |  |
|  | **IFRIS:** | [ ]  Asset Management | [ ]  WQ Web | [ ]  WQ Mobile |
|  | (Please include reports within their business function.) | [ ]  Fleet Management | [ ]  Wildfire Web | [ ]  Widlfire Mobile |
|  | [ ]  Administration | [ ]  Forest Health Web | [ ]  Forest Health Mobile |
|  | [ ]  Human Resources | [ ]  Forest Management Accomplishments |
|  | [ ]  Time and Leave | [ ]  Forest Management Tracts and Landowners |
|  | [ ]  Fiscal | [ ]  Other |       |
|  | **InFOREST:** | [ ]  Carbon Sequestration | [ ]  Nutrient & Sediment | [ ]  Nutrient Credit Trading |
|  | **OTHER SYSTEMS:** |       |
|  |
| Title and Brief Description of Request: |
|       |
| Who is Impacted? | (Choose all that apply.) |
|  | [ ]  All VDOF | [ ]  Region(s) | [ ]  Counties | [ ]  Headquarters |
|  | [ ]  Nurseries | [ ]  State Forests | [ ]  Water Quality | [ ]  External Customers |
|  | [ ]  Other |       |
|  |
| What VDOF strategic goal(s), reporting requirement(s) or other regulatory compliance requirement(s) does this request support? |
|       |
| List reasons this request is needed: |
|       |
| List other systems or interfaces impacted by this request: |
|       |
| List business areas/external groups impacted by this request: |
|       |
| List any related work requests: |
|       |
| Need-By Date: |       |  |
| Explain reasons for the need-by date and any associated scheduling dependencies (reporting deadlines, etc.): |
|       |
| For Data Requests, provide details about what is needed (date range, geographic area, data fields, output format {Word, XLS}, etc.): |
|       |
| For Map Requests, provide details about what is needed (geographic area, scale, data layers, page size, output format {PDF, image, paper}, etc.): |
|       |
| **SECTION 2 – System Owner/Sponsor Review (for New, Change, Enhancements only)** |
| System Owner/ Sponsor Name: |       | Date Reviewed: |  |
| Review: | [ ]  Approved for Analysis | [ ]  Rejected |
| Priority Level: | [ ]  Urgent | [ ]  Routine | (Emergency requests are handled through IFRIS Helpdesk and no work request form is needed.) |
| Staff Assigned as Business Lead: |       | Completion Date Required: |  |
| Do you have funding to cover this work? (provide funding source, cost code, etc.) |
|       |
| Comments: |
|       |
| **SECTION 3 – Information Systems Manager Review** |
| Information Systems Staff Member Name: |       | Date Reviewed: |  |
| Request Number (YYYY\_MM\_XXX): |       | Date Initiated: |  |
| Work Category: | [ ]  Data Request | [ ]  Map Request |  |
|  |  | [ ]  Change Report | [ ]  Change Application | [ ]  Change Data Element /  Business Rule |
|  |  | [ ]  New Application | [ ]  Security Policy Changes |
|  |  | [ ]  New System/Application Requires Changes to Existing System/Application |
|  |  | [ ]  Change Required due to Another Dependent System Change (VGIN, web service, etc.) |
|  |  | [ ]  Change Required due to Infrastructure or Hardware Modification |
|  |  | [ ]  Other |       |
|  |
| Comments: |
|       |
| **SECTION 4 – Analysis Team Review** |
| Analysis Team Member Name: |       | Date Reviewed: |  |
| Recommendation: | [ ]  Approve | [ ]  Reject | Suggested Completion Date: |  |
| Comments: |
|       |
| **SECTION 5 – Control Board Review** |
| Control Board Member Name: |       | Date Reviewed: |  |
| Decision: | [ ]  Approve for Implementation | [ ]  Approve with Modification | [ ]  Reject |
| Modification/Comments: |  |  |
|       | Suggested Completion Date: |  |