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# IT PROJECT RESOURCE REQUEST FORM

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|---|---|---|---|---|---|
| **PREPARED BY** | | **TITLE** | | **DATE** | |
| **APPROVED BY** | | **TITLE** | | **DATE** | |

| **VERSION HISTORY** | | | | |
|---|---|---|---|---|
| **VERSION** | **APPROVED BY** | **REVISION DATE** | **DESCRIPTION OF CHANGE** | **AUTHOR** |
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## RESOURCES ALLOCATED

| RESOURCES | ALLOCATION AND SOURCE |
|---|---|
| **PROJECT TEAM**<br>Full and Part Time Staff | |
| **CUSTOMER SUPPORT** | |
| **FACILITIES** | |
| **EQUIPMENT** | |
| **SOFTWARE** | |
| **OTHER** | |

## DETAILED RESOURCE REQUIREMENTS

| RESOURCE ROLE | SKILL LEVEL / QUALITY | ASSOCIATED TASKS | DURATION REQUIRED | | AVAILABLE TIME PERIOD | COST | UNIT OF COST Hourly, Fixed, etc. | RISK LEVEL Low, Med, High |
|---|---|---|---|---|---|---|---|---|
| | | | START | END | | | | |
| **PROJECT TEAM** Full and Part Time Staff | | | | | | | | |
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| **CUSTOMER SUPPORT** | | | | | | | | |
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| **FACILITIES** | | | | | | | | |
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| **EQUIPMENT** | | | | | | | | |
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| **OTHER** | | | | | | | | |
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## SUMMARY OF DETAILED RESOURCE REQUIREMENTS

| RESOURCES | ALLOCATION AND SOURCE |
|---|---|
| **PROJECT TEAM**<br>Full and Part Time Staff | |
| **CUSTOMER SUPPORT** | |
| **FACILITIES** | |
| **EQUIPMENT** | |
| **SOFTWARE** | |
| **OTHER** | |

## RESOURCE NET CHANGE

Explain any difference between resource allocation and the detailed summary above.

| RESOURCES | ALLOCATED | REQUIRED | NET CHANGE | EXPLANATION |
|---|---|---|---|---|
| **PROJECT TEAM**<br>Full and Part Time Staff | | | | |
| **CUSTOMER SUPPORT** | | | | |
| **FACILITIES** | | | | |
| **EQUIPMENT** | | | | |
| **SOFTWARE** | | | | |
| **OTHER** | | | | |

## STAFFING OVERVIEW

| ROLE | KEY RESPONSIBILITIES | NUMBER REQUIRED | COST ESTIMATE |
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## LOCATIONS

| LOCATION DETAILS | COMMENTS |
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## EQUIPMENT / MATERIAL OVERVIEW

| EQUIPMENT / MATERIAL NAME | DESCRIPTION AND USAGE | SOURCE | NUMBER REQUIRED | COST ESTIMATE |
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## GLOSSARY OF TERMS

| TERM | DEFINITION |
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## REFERENCES / APPENDIX

| DOCUMENT NAME | DESCRIPTION | LOCATION |
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# APPROVALS

Formally describe the purpose of the document. Include a sentence acknowledging that the signatories approve the plan for submission and to whom.

## SIGNATURES

| SIGNING AUTHORITY TITLE | NAME | SIGNATURE | DATE |
|---|---|---|---|
| | | | |

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