**IT PROJECT REQUEST FORM SAMPLE**

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| **PROJECT TITLE** | Company-Wide Software Security Updates  |
| **SUBMITTED BY** | Jane Clemens  | **SUBMITTED TO** | Information Technology  |
| **PHONE/EMAIL** | janeclemens@infotechIT.com | **RECEIVER PHONE/EMAIL** | Jim Daniels (876) 543-0987 |
| **DATE SUBMITTED** | 9/23/25 | **PROJECTED START DATE** | 9/24/25 |

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| Provide the name, title, phone number, and email address of each stakeholder below. |
| **PROJECT SPONSOR** They commission the delivery of and champion the project, provide vision and direction, and accept responsibility. |
| Reginald Simmons - COO - (876) 456-7890 - reginaldsimmons@infotechIT.com  |
| **FUNDING SPONSOR** This person/department obtains the required budget. |
| Gina Matthews - CFO - (876) 657-9872 - ginamatthews@infotechIT.com  |
| **PROJECT OWNER** They confirm the need for the project, validate its objectives, and provide its specs, monitoring, and overall delivery. |
| Gokul Kumar - PO - (876) 888-9128 - gokulkumar@infotechIT.com  |
| **PROPOSAL FACILITATOR** This person helps prepare the proposal. |
| Kat Bobbit - Project Coordinator - (876) 888-6543 - katbobbit@infotechIT.com  |
| **ADDITIONAL STAKEHOLDERS** |
| **STAKEHOLDER NAME** | **STAKEHOLDER ROLE** |
| Davey North | IT Lead  |
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| **PROJECT NAME AND DESCRIPTION** |
| **Company-Wide Software Security Updates:** We need to implement software security updates across all 722 of the company’s computers. We must coordinate with the vendor in order to schedule the forced restart that enables us to apply these security updates; we need to apply these updates by 9/25 at the latest, as our current status in this area is a high-level threat to our data integrity.  |

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| **PURPOSE/GOALS** |
| We need to implement software security updates across all 722 of the company’s computers in order to avoid next-gen viruses and compromised data integrity. We can apply these security updates once employees reboot their machines, but we need to coordinate with the vendor and operations regarding the timing of this action. We must successfully implement these updates no later than 9/25.  |
| **ASSUMPTIONS** |
| We assume that all 722 computers can/will receive the security updates upon the computer reboot; implementing the updates should take about five minutes. We assume that operations will cover the cost of these customized security updates. We assume that the successful implementation of these security updates will ensure that our data and proprietary platform remain impervious to hackers.  |
| **MEASUREMENTS OF SUCCESS** |
| Please see the attached document for details regarding the key performance indicators (KPIs). The ultimate measure of success is the successful implementation of these security updates (across all 722 computers) by 9/25.  |
| **RISK FACTORS** |
| Here are the risk factors/scenarios: * If employees are on vacation/OOO and, therefore, cannot reboot their computers, IT will port in and perform a forced reboot to implement the security updates.
* If we do not apply the security updates by 9/25, we risk the loss of data integrity and, consequently, the loss of revenue.
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| **APPROACH** |
| We will coordinate with the vendor and operations to get all employees to reboot their machines. Once we complete this task, we will implement software security updates across all of the company’s computers in order to avoid next-gen viruses and compromised data integrity. We must successfully implement these updates no later than 9/25.  |

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| **SCOPE OF WORK** |
| **FUNCTIONS/PROCESSES IMPACTED BY PROJECT** |
| **IN SCOPE** | We must apply the security updates no later than 9/25.  |
| Operations and IT will work with the vendor to ensure that we meet this deadline.  |
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| **OUT OF SCOPE** | We will not require any subsidiary companies to perform the update, as they’re not on our main network.  |
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| **UNCERTAIN** |  |
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| **INTERDEPENDENCIES WITH / CONSOLIDATION WITH / REPLACEMENT OF OTHER SERVICES, PROJECTS, AND SYSTEMS** |
| **IN SCOPE** | We must apply the security updates no later than 9/25. |
| Operations and IT will work with the vendor to ensure that we meet this deadline.  |
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| **OUT OF SCOPE** | We will not require any subsidiary companies to perform the update, as they’re not on our main network.  |
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| **UNCERTAIN** |  |
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| **TIMELINE/MILESTONES** |
| **OVERVIEW** | It is 9/23 and we must apply these software security updates no later than 9/25. Please contact operations and IT for technical details.  |
| **MILESTONE** | **DEADLINE** |
| We set the following project in motion: company-wide software security updates.  | 9/23  |
| Operations and IT coordinate with the security software vendor.  | 9/24 |
| We reboot all company computers and then apply software security updates to them. | 9/25  |
| We deliver the project’s KPIs/post-mortem.  | 9/26  |
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| **PROJECT COST AND RESOURCE ESTIMATE** |
| **OVERVIEW** |  Implementing custom software security updates should cost approximately $700.00.  |
| **NEEDS/INVESTMENT** | **COST** |
| STAFFING - TECHNICAL | $100.00 |
| STAFFING - FUNCTIONAL | $100.00 |
| CONSULTATION | $100.00 |
| TRAINING/DOCUMENTATION | $100.00 |
| HARDWARE | $100.00 |
| SOFTWARE | $100.00 |
| OTHER | $100.00 |
| **ESTIMATE TOTAL** | $700.00 |

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