**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11365&utm_source=integrated+content&utm_campaign=/content/it-project-request-form-templates&utm_medium=IT+Project+Resource+Request+Form+doc+11365&lpa=IT+Project+Resource+Request+Form+doc+11365&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)IT PROJECT RESOURCE REQUEST FORM**

IT PROJECT RESOURCE REQUEST FORM

PROJECT TITLE

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

00/00/0000

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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**  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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| **SOFTWARE** |  |  |  |  |  |  |  |  |
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# SUMMARY OF DETAILED RESOURCE REQUIREMENTS

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

# STAFFING OVERVIEW

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

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

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

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| **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.

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## **SIGNATURES**

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| **SIGNING AUTHORITY TITLE** | **NAME** | **SIGNATURE** | **DATE** |
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