

Project Title: (required)

IT Project Form Number: (required) *ITMC-1-####*

Primary requestor's name: (required)

Additional requestor's name(s): (optional)

Requestor(s) division: (required)

Check all that apply. Division Directors and ITMC Divisional Reps will receive a copy of this request.

- DIR
- DNTP
- DERT
- OM
- OD/ODD

ITMC Divisional Representatives

DERT – Christie Drew and Pat Mastin

DIR – David Fargo and Paul Wade

DNTP – Michelle Hooth and Alex Merrick

OD/ODD – Rick Woychik

OM – Joellen Austin and Chris Long

Project Description: (required)

From IT Project Request form

Urgency (summary)

What was the requested completion date and why? (required)

From the IT Request form

Please explain the completion date: (required)

From the IT Request form

What are the consequences of delaying or not completing the project by this date? (required)

Target start/purchase date: (required)

Target completion date: (required)

Cost Benefit: (required)

Maximum of 2000 characters

Initial financial costs and funding source: (required)

Purchases	\$	<input type="text"/>
New Networking	\$	<input type="text"/>
New/additional contract support	\$	<input type="text"/>
Staff training	\$	<input type="text"/>
License agreements	\$	<input type="text"/>
Other	\$	<input type="text"/>
Total funding costs:	\$	<input type="text"/>

Long-term/annual financial costs and funding source: (required)

Additional purchases, upgrades, or networking	\$	<input type="text"/>
Additional contract support	\$	<input type="text"/>
Staff training	\$	<input type="text"/>
License renewals	\$	<input type="text"/>
Other	\$	<input type="text"/>
Total long-term funding costs:	\$	<input type="text"/>

Initial staffing requirements: (required)

CTB Staff	<input type="text"/>
OCPL Staff	<input type="text"/>
Science Information/Big Data Staff	<input type="text"/>
Divisional Staff	<input type="text"/>
Contract Staff	<input type="text"/>
Other	<input type="text"/>

Maintenance staffing requirements: (required)

CTB Staff	<input type="text"/>
OCPL Staff	<input type="text"/>
Science Information/Big Data Staff	<input type="text"/>
Divisional Staff	<input type="text"/>
Other	<input type="text"/>

IT Interdependence: (required)

Other projects dependent upon this work being completed: (required)

Impact on Science or NIEHS Operations: (required)

Risks to NIEHS for NOT doing this work: (required)
costs, instability, lost efficiencies

Recommended IT/Website/Data solution: (required)

Expected life-span for this product: (required)
one-time use, at least 3 years, 10 years

Ability to execute and support centrally: (required)

- Yes
- No

Federal government mandates, policies, or regulatory compliance issues related to this work:
(required)

Security issues related to this: (required)

Subject matter experts who contributed to this scoping report: (required)

Please add any necessary attachments directly to the [ITMC Sharepoint](#) site.