



CHAN Systems Project Request Form

To assist CHAN member's with defining project requirements and expectations, each project request should be submitted using this form as part of the pre-planning process. Some projects may move through the planning and implementation process quickly while others may require additional planning meetings and require involvement of additional staff.

Instructions: Please provide the information in the boxes below as completely as possible. Within 5 business days of receipt of your request a member of the CHAN Project Team will contact you to discuss project feasibility and a timeline for completion of approved requests.

| | | | |
|----------------|----------------------|---------------|----------------------|
| Requester Name | <input type="text"/> | Title | <input type="text"/> |
| Member Agency | <input type="text"/> | Contact Phone | <input type="text"/> |
| Contact Email | <input type="text"/> | Today's Date | <input type="text"/> |

Please describe the scope of the project:

Time Frame Requirement:

- Operational Support – Projects that are required to ensure efficient operations
- Urgent/High Priority – Projects that need to be accomplished ASAP to ensure ongoing operations

Date Needed:

CHAN STAFF USE ONLY

CHAN Supported Systems that will be involved in this project request:

| | | | | | | | | | |
|--------------------------|----------------|--------------------------|---------------|--------------------------|----------|--------------------------|---------|--------------------------|--------|
| <input type="checkbox"/> | Centricity EMR | <input type="checkbox"/> | Centricity PM | <input type="checkbox"/> | Dynamics | <input type="checkbox"/> | Kryptiq | <input type="checkbox"/> | Other: |
|--------------------------|----------------|--------------------------|---------------|--------------------------|----------|--------------------------|---------|--------------------------|--------|

Project Category:

- | | | |
|---|--|---|
| <input type="checkbox"/> Software Purchase & Implementation | <input type="checkbox"/> Portal Implementation | <input type="checkbox"/> Hardware Purchase & Implementation |
| <input type="checkbox"/> Combined Hardware & Software | <input type="checkbox"/> Other: | |

Projected Scope of Work:

| | | | |
|-------------------|----------------------|--------------------------|----------------------|
| Financial Impact: | <input type="text"/> | Asset/s to be purchased: | <input type="text"/> |
|-------------------|----------------------|--------------------------|----------------------|

Approved Pending Project Leader:

Date Received Date Completed