

AUTOMATED DATA PROCESSING/TELECOMMUNICATIONS (ADPIT) WORK REQUEST (AWR)

PART III - REQUIREMENT DESCRIPTION
(TO BE COMPLETED BY REQUESTOR)

CONTROL NO.	AIS		ACT.		YR		SEQ. NO.		REV.	

1. BACKGROUND: (Continuation Sheet attached? YES NO)

a. REFERENCES:

b. BASIS:

c. ORGANIZATION MISSION:

2. GENERAL FUNCTIONAL REQUIREMENT/PROJECT DESCRIPTION/OPERATIONS REQUIREMENT: (Continuation Sheet attached? YES NO)

a. DESCRIPTION:

b. TRAINING REQUIREMENTS (if applicable):

c. SECURITY/PRIVACY REQUIREMENTS (if applicable):

d. DOES REQUIREMENT GENERATE ANY NEW PAPER PRODUCTS? YES NO IF "YES", EXPLAIN.

e. DOES REQUIREMENT IMPACT ANY CURRENT PAPER REPORTS YES NO IF "YES", EXPLAIN.

3. TECHNOLOGY WORK REQUEST ADDITIONAL INFORMATION:

a. IF REQUIREMENT IS A SYSTEM, ESTIMATED LIFE EXPECTANCY: _____ WHY?

b. PLANS TO MAINTAIN EXISTING MEW SYSTEMS:

c. FACILITY/LOCATION REQUIREMENTS:

d. SECURITY/PRIVACY REQUIREMENTS: YES NO IF "YES", EXPLAIN.

e. COMMUNICATIONS REQUIREMENTS: YES NO IF "YES", EXPLAIN.

f. PLANS TO MAINTAIN SYSTEM (if applicable):

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4. ACQUISITION INFORMATION:

a. IDENTIFY CURRENT SYSTEM ENVIRONMENT (i.e. hardware, software, and firmware):

b. CAPACITY PLANNING AND MANAGEMENT STUDIES SUPPORTING REQUIREMENT:

c. ECONOMIC RISKS SUPPORTING REQUIREMENT:

d. CURRENT SYSTEM DEFICIENCIES:

e. CONVERSION STUDY:

f. HOW MISSION IMPACTED IF REQUIREMENT NOT APPROVED:

g. RESIDUAL VALUE FOR ADP RESOURCES AT SYSTEMS LIFE END: USED OBSOLETE (8 yrs. & older)

h. VALUE AS PERCENTAGE OF ESTIMATED ACQUISITION COSTS:

i. HOW LONG CAN SUSTAIN DELAYED APPROVAL AND IMPLEMENTATION:

j. SECURITY/PRIVACY REQUIREMENTS:

k. PLANS TO MAINTAIN SYSTEM (if applicable):

1. IS LEASE OF FACILITIES REQUIRED? YES NO