



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:
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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"/>
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Approved Pending Project Leader:

Date Received Date Completed