**REQUEST FOR TECHNOLOGY PROJECT**

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| **SPONSORING DIVISION** | | | | |
| Project Sponsor Division: | |  | | |
| Project Sponsor Name: | |  | | |
| Contact person (*if different*) & email | |  | | |
| **PROJECT DESCRIPTION** | | | | |
| Please describe the project and purpose: | | | | |
| What is the business need or objective? | | | | |
| What are the risks/issues? | | | | |
| Priority: | Urgent | High | Medium | Low |
| If urgent or high, please explain: | | | | |
| **FUNDING** | | | | |
| Is funding available? | | If so, what type? (*General Fund, COPS, bond, grant, etc.*) | | |
| Budget: | |  | | |
| **OTHER COMMENTS:** | | | | |

Please submit this form to the ITD Project Management Office at:

[itd-pmo@lausd.net](mailto:SMO-ITD-ProjectManagementOffice@lausd.onmicrosoft.com)

A meeting to discuss the request will be scheduled as soon as possible.