**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

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