AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:030	Supersedes Policy Number: 4:030
Date: July 2, 1999	Dated: May 22, 1991
Subject: Computer Services Software Development Requests	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: N/A
Approved: _[signature]_ President	

OVERVIEW: Any changes to present computer software or development of new computer software should be requested using the latest version of the "Software Development/Maintenance Support Request" form (PPM Form 4:030a). Blank forms are available in Computer Services (copies of the original are also accepted).

PROJECT DESCRIPTION: The request form should contain adequate information to describe the project requested. Generally, the requester should contact Computer Services before submitting the form and discuss the project. Adequate detail should be provided to describe the work requested. Computer Services may request further details at any stage of the project cycle by contacting the requesting department.

JUSTIFICATION: The requester should provide a brief description of the benefits of the project to the requesting office and the University. Information in this area is used to assign priority of the request relative to other requests in process.

AUTHORIZATION: Forms submitted to Computer Services must be approved by at least the Manager of Analysis and Programming. The name of the departmental employee who originated the request or who should be contacted in the event further information is required should be provided on the form along with a phone number. A reasonable date of desired completion should be provided.

ACCEPTANCE: Appropriate systems development personnel in Computer Services will review the submitted request. More information may be requested to determine the action to be recommended and the estimated time required to complete the project. If disapproved, the requester will be notified and given a reason for the

disapproval. If approved, the request will be acted upon as soon as possible, depending upon the number and priority of other requests in process.

SOFTWARE DEVELOPMENT/MAINTENANCE
SUPPORT REQUEST

This form must be completed and submitted to Computer Services for any new project or modification to existing software involving the systems and programming staff of Computer Services.

DESCRIPTION
This section should contain the specifications for the project. Attach as much detail as is necessary to sufficiently define the nature of the project. If details are not known, discuss the project with appropriate personnel in Computer Services before submitting this request form.

JUSTIFICATION
This section should contain the reason for the project and a description of the benefits to your office and the university.

AUTHORIZATION
Director/Dean/Vice President _____ Date ____/____/____
(REQUIRED SIGNATURE)

Completion Date ____/____/____ _____ _____
    Requested   Departmental Contact Person   Phone

ACCEPTANCE   *For Computer Services Use Only*

Reviewed by _____ Date _____ Recommended Action _____

Computer Services Director Approval _____ Date _____ Completed by _____ Date

APSU/FA/CS/006 (Revised 3-91)   Authorization Number_____