

# AGENCY ERP PROJECT REQUEST

<b>SEC. 1</b>	Agency name	Agency number
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## CONTACT INFORMATION

<b>SECTION 2</b>	Contact name	Title	Phone (Area code and number)
	Street address	E-mail address	
	City	State	ZIP code

## REQUEST TYPE

<b>SEC. 3</b>	Select only one - <i>For each type selected, a separate Agency ERP Change Request, Form 74-222, must be completed.</i> <input type="checkbox"/> New system <input type="checkbox"/> New module <input type="checkbox"/> Change in software version <input type="checkbox"/> Any other change costing over \$500,000
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## SOFTWARE (Select all that apply)

<b>SECTION 4</b>	<b>EXISTING SOFTWARE</b>		<b>NEW SOFTWARE</b>	
	<input type="checkbox"/> Lawson - M3	<input type="checkbox"/> Sage - MIP	<input type="checkbox"/> Lawson - M3	<input type="checkbox"/> Sage - MIP
	<input type="checkbox"/> Oracle - eBusiness Suite	<input type="checkbox"/> SAP - ERP	<input type="checkbox"/> Oracle - eBusiness Suite	<input type="checkbox"/> SAP - ERP
	<input type="checkbox"/> Oracle - PeopleSoft	<input type="checkbox"/> Sungard - Banner	<input type="checkbox"/> Oracle - PeopleSoft	<input type="checkbox"/> Sungard - Banner
	<input type="checkbox"/> Other _____		<input type="checkbox"/> Other _____	

## CURRENT MODULES IN USE (Select all that apply)

<b>SECTION 5</b>	<input type="checkbox"/> General Ledger	<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Accounts Receivable
	<input type="checkbox"/> Budgeting	<input type="checkbox"/> Inventory	<input type="checkbox"/> Asset Management
	<input type="checkbox"/> Billing	<input type="checkbox"/> Payroll	<input type="checkbox"/> Projects
	<input type="checkbox"/> Grants	<input type="checkbox"/> Procurement	<input type="checkbox"/> Human Resources ( <input type="checkbox"/> Full implementation or <input type="checkbox"/> Partial)

## NEW MODULES IN SCOPE OF REQUEST (Select all that apply)

<b>SECTION 6</b>	<input type="checkbox"/> General Ledger	<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Accounts Receivable
	<input type="checkbox"/> Budgeting	<input type="checkbox"/> Inventory	<input type="checkbox"/> Asset Management
	<input type="checkbox"/> Billing	<input type="checkbox"/> Payroll	<input type="checkbox"/> Projects
	<input type="checkbox"/> Grants	<input type="checkbox"/> Procurement	<input type="checkbox"/> Human Resources ( <input type="checkbox"/> Full implementation or <input type="checkbox"/> Partial)

## ESTIMATED PROJECT COST

<b>SECTION 7</b>	Hardware cost (If zero, explain _____) .....	\$ _____
	Software cost .....	\$ _____
	Cost of all in-house staff .....	\$ _____
	Cost of all contracted staff .....	\$ _____
	Other cost (Explain _____) .....	\$ _____
<b>TOTAL ESTIMATED PROJECT COST</b>		<b>\$ _____</b>

## PROJECT TIME FRAME

<b>SEC. 8</b>	Estimated start date	Estimated end date
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## PROJECT JUSTIFICATION

<b>SECTION 9</b>	<input type="checkbox"/> Statutory justification (Select all that apply.)	<input type="checkbox"/> Agency initiative (Please attach detail).
	<input type="checkbox"/> Federal _____	<input type="checkbox"/> Multi-Agency project
	<input type="checkbox"/> State _____	Agency name(s) _____
	<input type="checkbox"/> Other state mandate _____	_____
	<input type="checkbox"/> Audit finding (Select all that apply.)	
	<input type="checkbox"/> Internal audit _____	
	<input type="checkbox"/> State audit _____	
	<input type="checkbox"/> Federal audit _____	
	<input type="checkbox"/> Third-party audit _____	
	<input type="checkbox"/> Other _____	

# AGENCY ERP PROJECT REQUEST INSTRUCTIONS

## SECTION 1 — Agency Name

**Agency Name** – Enter the requesting agency name and number.

## SECTION 2 — Contact Information

**Contact Information** – Provide the requested contact information for the agency-designated subject matter expert (SME).

## SECTION 3 — Request Type

Select only one request type. A new request form (Form 74-222) is required for each request type. Below is a listing of choices with accompanying definitions.

**New System** – Select this option if your agency is requesting approval to implement a new ERP system or automate a manual system. This includes moving from one ERP system to another.

**New Module** – Select this option if your agency is requesting approval to implement a module from an existing ERP system.

**Change in Software Version** – Select this option if your agency is requesting approval to perform an upgrade. An upgrade is defined as a software change that results in change of version. *NOTE: This does not apply to version changes due only to a fix. If a fix is bundled with additional functionality, select this option.*

**Any Other Change Costing More than \$500,000** – Select this option if your agency is requesting approval to implement a change that exceeds \$500,000 in cost that does not fall under one of the previous categories. This selection does not apply if the change is bundled with new functionality. If the change is bundled with new functionality select “Change in Software Version.”

## SECTION 4 — Software (Select all that apply)

**Existing Software Name** – Select the name(s) from the list of ERP software products currently in use by the agency. If existing products are not listed, please select “Other” and enter the software product name.

**New Software Name** – Select the name(s) from the list of ERP software products to be implemented by the agency. If the new products are not listed, please select “Other” and enter the software product name.

## SECTION 5 — Current Modules in Use (Select all that apply)

**Current Modules in Use** – Based on the existing software selection above, select all ERP modules the agency currently has or uses.

## SECTION 6 — New Modules in Scope of Request (Select all that apply)

**New Modules in Scope of Request**

Based on the new software selection above, select all modules that agency plans to implement or change.

## SECTION 7 — Estimated Project Costs

High-level cost estimates are required to show project magnitude. Expenditures are broken into traditional categories that may be high-level estimates.

**Hardware** – Any physical components of an ERP software implementation. If zero, provide an explanation in the space provided.

**Software** – A collection of computer programs, procedures and documentation used in conjunction with ERP-related hardware.

**In-house Staff** – Include estimated cost of internal staff. Costs include staff wages and salaries. Benefits are not included. *NOTE: This includes business and IT staff.*

**Contracted Staff** – Include estimated cost of contracted staff. Costs include staff wages and salaries. Benefits are not included. *NOTE: This includes business and IT staff.*

**Other Costs, Explain** – Any other costs associated with the project not covered in the above selections. Provide a description of the cost.

## SECTION 8 — Project Time Frame

**Estimated Start Date** – Enter a project start date. In the field with start date, define start date. For example: Start date is when the Business Case will be started.

**Estimated End Date** – Enter project end date. In the field with the start date, define end date. For example: End date is when the product is delivered and signed off on.

## SECTION 9 — Project Justification

**Statutory Requirement** – Select the appropriate governmental level that directly or indirectly mandates the request. Cite each mandate in the space provided.

- **Federal** - Applicable statute at the US federal level
- **State** - Applicable statute at the state of Texas level
- **Other state mandate** - Applicable statute at the other state's level

**Agency Initiative** – Attach a separate document that details the agency initiative(s) justification. Some examples of initiatives are: obsolete system, manual system or Business Process Improvement.

**Audit Finding Type** – Select the type of audit finding that support the request. Include a brief description of the audit finding.

- **Internal Audit** – Select this option for an audit office that is internal to the agency.
- **State Audit** – Select this option for audits from the State Auditor's Office (SAO) or other state agencies.
- **Federal Audit** – Select this option for audits from a federal agency.
- **Third Party Audit** - Select this option for audits from a contracted vendor.
- **Other Audits** - Select this option for audits that do not fit any of the above categories.

**Multi-Agency Project** – List other agencies that are included in this project request.