

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4:030	Supersedes Policy Number: 4:030
Date: June 2, 2003	Dated: July 2, 1999
Subject: Information Technology Software Development Requests	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved: <p style="text-align: right;">President: Signature on File</p>	

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 Information Technology and at www.apsu.edu/computer/forms/dev-main.pdf.

PROJECT DESCRIPTION: The request form should contain adequate information to describe the project requested. Generally, the requester should contact Information Technology before submitting the form and discuss the project. Adequate detail should be provided to describe the work requested. Information Technology 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 Information Technology must be signed by at least the Director or Dean of the Department requesting the change. 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 Information Technology 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.