

Submitting a New DTAS Project Request

1. Go to the IT Project Management Office website at <http://www.utoledo.edu/it/pmo/>
2. Click the **Project Request Form** button.
3. A blank project request form will open in your browser. If the form does not open, try opening it with Internet Explorer.
4. In the Project Request Form's Requestor Information section, enter all the required information.
5. In the Project Details section, enter the following information:
 - a. Project Name
 - b. Requested Completion date
 - c. Project Type
 - d. Funding Status
 - e. Regulatory Due Date
 - i. Only required if Regulatory is selected as the project type.
6. In the Project Criteria section, enter the following information:
 - a. Strategic Criteria – Required if Strategic is selected as the project type.
 - i. Improve student and academic success
 - ii. Achieve national prominence in research, scholarship and creative activities
 - iii. Foster a culture of excellence in our faculty, staff and alumni
 - iv. Build and maintain a strong financial foundation
 - v. Strengthen our reputation and community engagement
 - vi. Grow Other Strategic Initiatives
 - vii. Strategic Justification
 - b. Project Description
 - i. Brief Description of Project
 - ii. Does this project require some other component or system to be involved?
What other systems will this impact that you are aware of?
 - iii. Does this project replace an existing system or functionality?
 - iv. What initiatives are driving your timeline?
 - v. Attach any supporting documents beneath the Supporting Documents header.
7. Verify that the information is correct and click the Submit Request button. A message will appear stating "The form was successfully submitted".