# MDUP Technology Project Request Form

The purpose of this form is to gather all of the relevant information for a proposed technology project within the MDUP. These requests will be reviewed as they are received and prioritized annually based on the current list of technology projects for the program. The prioritization of technology projects for the MDUP is guided by the following principles:

* Support goals and initiatives that promote the mandate and indicators of success of FoM education programs and services and the learner experience. (Internal Risk)
* Protect and enhance the external reputation of FoM education programs and services. (Reputational Risk)
* Collaborate with and support intersection of FoM education programs and services with UBC Central systems, policies or processes. (UBC Central Intersection)
* Support interface of FoM education programs and services with external bodies. (External Interface)

The technology project priority list is approved annually at the UGMEC.

Please complete the following form and submit to [ugmetechrequests@ubc.ca](mailto:ugmetechrequests@ubc.ca).

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| **1. Contact information** | |
| Name |  |
| Title |  |
| Email address |  |
| Unit |  |
| Other stakeholders | |
| Please provide Name(s), Title(s) and Unit(s): | |

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| **2. Review of Current Technology Projects** |
| I have consulted the list of technology projects currently identified as priorities by the UGME; and this technology project is new. |
| I have consulted the list of technology projects currently identified as priorities by the UGME; and this project adds a component to an existing project (please describe): |
| ☐ I have consulted the UGME office on the impact to the UGME program |

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| **3. Project / Proposal** Information | |
| Project Title | |
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| Short Summary  Please provide a brief summary of the project (maximum 200 words). | |
| Please include a description of what issue the project seeks to address (e.g. small group scheduling); as well as any business processes or systems that will be impacted. | |
| Has Digital Solutions been consulted? If so, what feedback have you received from Digital Solutions? | |
|  | |
| Has the Administrative Team (Program Manager or staff) been consulted? If so, what feedback have you received? | |
|  | |
| Please check the Guiding Principles (if any) that are associated with completing this Project: | |
|  | Support goals and initiatives that promote the mandate and indicators of success of FoM education programs and services and the learner experience. (Internal Risk) |
|  | Protect and enhance the external reputation of FoM education programs and services. (Reputational Risk) |
|  | Collaborate with and support intersection of FoM education programs and services with UBC Central systems, policies or processes. (UBC Central Intersection) |
|  | Support interface of FoM education programs and services with external bodies. (External Interface) |
| Which program year will this project primarily impact? | |
|  | Years 1 & 2 |
|  | Years 3 & 4 |
|  | All Years |
|  | Other (please describe): |