

**NIH Clinical Center  
IT Project Request**

*The OMB and the Congress have set ever higher standards for the management and performance of information technology investments within the Federal government. Those standards require a project management and accountability environment where IT projects achieve consistently successful outcomes that maximize alignment with business objectives and meet key cost, schedule and performance objectives. The key to successful IT management is a solid project management methodology that incorporates best government and commercial practices through a consistent and repeatable process. The HHS Enterprise Performance Live Cycle (EPLC) framework provides that methodology for HHS.*

*This request document allows DCRI to evaluate each new CC IT project request for the need to follow the EPLC process.*

**Requestor Name:**  
**Request Date:**  
**Requestor Department:**  
**Requestor Email/Phone:**

**General Questions:**

1. Define the project being requested
2. Why is this needed, or justification
3. Are there any technical requirements (such as new hardware, interfaces, etc.)
4. Are there any known risks with this new project
5. What is your expected timeframe for beginning this project?
6. Is this an upgrade to a current application? Yes    No  
    If yes,  
        Who currently supports this application – DCRI? Yes    No  
        Will the upgrade change the method of access? Yes    No
7. Is this a new application? Yes    No  
    If yes, is this system certified under the Certification Commission  
    for Healthcare Information Technology (CCHIT)? Yes    No
8. What is the impact if this project is not done?
9. Will this improve access to data for patient care? Yes    No  
    If yes, how?
10. Will this improve access to data for research? Yes    No  
    If yes, how?

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11. Is this related to a mandate or requirement of a regulatory agency?      Yes    No  
    If yes, who?
12. Is there a current workaround?      Yes    No  
    If yes, what is it?
13. Will this improve workflow or best practices?      Yes    No  
    If yes, how?
14. Who will benefit from this project (departments, ICs)?
15. What departments/ICs, need to be involved in this project?
16. What are the training needs and who will be supporting this work?

**Security & Privacy Questions**

1. Does this application contain Personally Identifiable Information on employees, patients or citizens?      Yes    No  
    If yes, what?
2. Is this system web-based?      Yes    No
3. Does this system allow access to non-NIH employees (such as vendors, contractors or other organizations)?      Yes    No  
    If yes, who?

**Procurement Questions**

1. Is a RFI or RFP required?      Yes    No  
    If yes, who will be preparing the documents and where are they in the process of being complete?
2. Who is funding this project?
3. Is this budgeted, or are funds currently available      Yes    No
4. Will this be sole-source?      Yes    No  
    If yes, who is the vendor?
5. Is this project cost covered by maintenance      Yes    No  
    If no, how will the cost be covered?
6. What is the estimated total cost      \$