

3. Project Proposal via Email

Submit via email the proposed IT projects for system/infrastructure feasibility.

Office or Division: ITDD – Project Research and Development Division

Classification:

- Simple

Type of Transaction:

- G2G – Government to Government

Who may avail:

- Various City Departments and Offices

CHECKLIST OF REQUIREMENTS:

1. Approved Request Letter duly signed by the Department/Office Head.
2. IT Project Proposal
3. Proponent Profile

WHERE TO SECURE: ITDD Project Research Development Division

STEPS	APPLICANT / CLIENT	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits Endorsement Letter of Request for IT Project proposal (hard copy)	1.1. ITDD receives IT proposal hard copy	N/A	One (1) day	Receiving Clerk
		1.2. ITDD Head initially reviews IT proposal and assigns Special Project Group for review and comments	N/A	Two (2) Weeks	ITDD, Department Head
		1.3. Project Group reviews IT proposal and consults with the System Development Network, Infrastructure and Database Divisions for specifications.			Project Group Team Leader
		TOTAL		2 Weeks and 1 day	
END OF TRANSACTION					