



Budget Request Form FY2014

Department should complete one form for each individual request

Department: Information Technology

Program, Service, or Operation Requested

Project Manager Reclassification

SSFAB Use Only	
YES	NO

General Description:

Recent organizational changes have resulted in the reduction of an FTE in our project management (PM) area, even though utilization of the PM area has increased. With one existing employee on the PM team, the workload and scope of responsibility has increased for that employee. As a stop-gap measure, we have been providing a temporary supplement to that employee with the intention of requesting a reclassification from Project Supervisor to Project Manager to better match the scope of responsibilities. This request is to permanently fund the increase in support of the reclassification to Project Manager.

Request Type: Full Increase One-Time Partial/Matching

General Questions:

How does this increase impact students, and what motivated this request (needs, strategic planning, etc.)?

Project requests made by our 18 supported departments are managed by the PM team. This position works directly with division staff and student organization leaders to determine their IT needs. Work includes both project management and facilitation.

How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.

We have already found internal funds to pay for \$8,400 of the reclassification. We are asking for funds to cover the other half of the increase.

Generally, what assessment tools will you use to evaluate this program/service?

N/A

Funding Description:

	Dollar Amount
Total Estimated Cost	
Project Manager Reclassification	\$16,800.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	<i>\$8,400.00</i>
TOTAL UAF INCREASE REQUEST	\$8,400.00

SSFAB Comments/Notes: