

TASK INITIATION FORM

0. Administration

Task Name: <Task Name>	Date:	Version:
Manager:	Department:.	
Customer/Client:		

1. Goals

1.1 Application Expert/main user:			
O/P	1.2 Objectives & Problems	Priority	Remarks
#	1.6.1 Cost/Benefit; Saving	Quality/Financial estimate	Remarks
#	1.6.2 Risk Analysis	Severity & level of risk	Remarks/ Implications

2. Application

2.0 General concept, Solution, Main Functions, General Remarks	
2.2.1 Users:	
2.2.2 Interfacing systems:	

3. Technology

3.0 General architecture, type of technology required/existing, general remarks

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4. Implementation

4.1.2 Task Team:	4.2.2 Delivery Date:
4.7 Procedure Changes:	

5. Cost

Maintenance total (\$):			Remarks:		
Item	Estimated cost	Estimated timetable	Set-up cost breakdown	Estimated cost	Estimated timetable
Overall system development					
Technology changes					
Hardware procurement					
Software procurement					
Conversions					
Training & deployment					
			Total cost		