

DoIT Implementation Plan Form

## This form is to be completed when purchasing Apple products, tablets, and any hardware/software that is not included within DoIT’s Service Catalog.

# Section 1: Requester Information

|  |
| --- |
| **Name:** Click here to enter text. |
| **Phone #:** Click here to enter text. |
| **Requested Item:** Click here to enter text. |
| **Requested Qty:** Click here to enter text. |
| **Building Location:** Click here to enter text. |

# Section 2: Implementation Planning

**Please outline in detail your implementation plan for your request. Include any professional development that is scheduled in addition to your request.**

Click here to enter text.

## Section 3: Final Steps

1. **Forward this document along with any supporting documentation to:** **Help\_Mon@clevelandmetroschools.org** **with a subject line of Implementation Form.**
2. **A ticket will be generated and a representative from DoIT will contact you within 3 business days regarding your request.**