## Contact details and authorisation

# Date of request: Proposed completion date:

# *(if known)*

# Client details:

Name:

Position:

Division/College/School:

Contact number:

**Alternate contact**:

Contact number:

**Sponsored by: Position:**

*Must be SM1 or higher (authorising work – complex requests will require highest sponsor approval)*

**Did you know?**

✓ There is a guide available to take you through creating an ANU website step-by-step [here](http://webpublishing.anu.edu.au/steps/), it also include

information relating to important elements such as [accessibility](http://webpublishing.anu.edu.au/steps/building-site/accessibility.php).

✓ Training attendance is required if you need access to edit content on ANU websites, more details [here](https://services.anu.edu.au/training/web-training-access).

✓ You may wish to consider joining the [Web Publishers Group](http://webpublishing.anu.edu.au/contacts-support/wpg/)

✓ If you need to create marketing materials, the Outfit platform is available [here](https://services.anu.edu.au/marketing-outreach/marketing-materials/outfit-brand-automation-tool) to assist you.

*Please note*: ALL sections of this brief must be completed for your request to be considered and prioritised.

**Type of Request -** *Please highlight 1 and 2*

1. [ New / Change / Delete] 2. [Content / Design / Both]

For change or delete, please advise url:

**Objective / Business Case**

# *What is the aim of this request (3 sentences or less):*

|  |
| --- |
| Please type here |

**Audience -** *Please highlight 3 or 4 or 5*

3. Internal ANU 4. External (please specify) 5. Both

**Brief Description**

# *What work is needed (3 sentences or less):*

|  |
| --- |
| Type here – please include details on whether budget and/ or in-kind support is available to deliver your requirements. |

**Priority -** *Please highlight 6 or 7 or 8*

6. High 7. Medium 8. Low

**Office use only**

**MSRD / ITS ASSESSMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Value to the customer / ANU:** |  | | |
| **Effort required to deliver:** |  | | |
| **Score and Comment against prioritisation matrix:** |  | | |
| **Recommendation:** |  | | |
| **Completed by:** |  | **Date** |  |
| **Recommendation supported by:** | **Name:**  **Level:** | Yes  No |  |