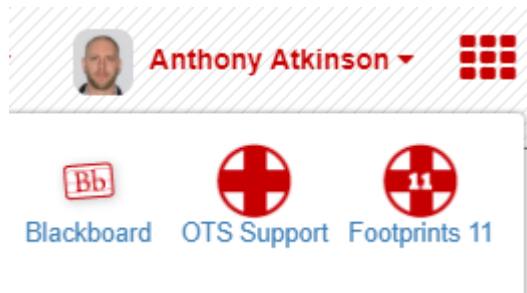
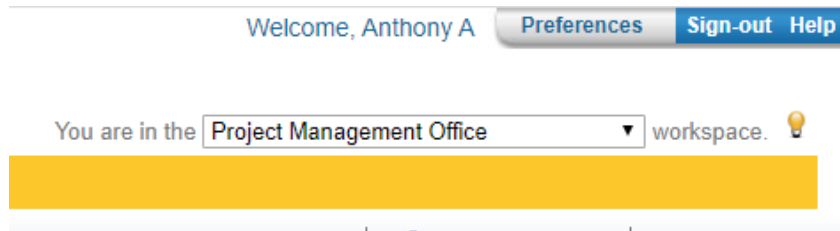


## Creating requests for the OTS PMO

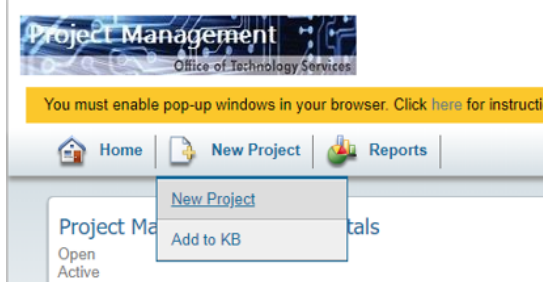
1. Log into myIIT, under the hamburger grid, click the Footprints 11 icon to enter Footprints.



2. In Footprints 11, click the PMO workspace link at the top right.



3. Under the Project Management Office workspace, select New Project at the top left.



4. Enter the Title and Priority of the ticket. Enter your email address and hit Enter, which will auto-fill your contact information.

Created by Anthony Atkinson  
Updated by Anthony Atkinson

SAVE Help

New Project for Project Management Office 00:00:43

Title\*

Priority\*  Status\*

**Contact Information\***

Description of Request (3-5'...)

Issue Information\*

Attachments

Assignees and Notifications

Time Tracking

Email Address\*  Last Name\*  First Name\*

Phone\*  Alternate Phone  Fax

Department\*  Building\*  Room\*


IT Classification\*  U.ID  Student Level


CWID

5. Select the Project Category and enter the description of the project into the Project Summary box.

**Project Category\***

**Project Summary\***

 Search Knowledge Base



6. Answer each of the **required** questions in the ticket:

- A. Who is the executive sponsor for this request?**
- B. Which business unit is requesting this? Which business units are affected by this request?**
- C. What is the problem that this request addresses? Why are you proposing this request?**
- D. What are the proposed solution and deliverables of this request?**
- E. What is the project's urgency?**
- F. Professional Services?**
- G. What are the time/labor savings associated with this request?**
- H. What are the cost savings associated with this request? This figure should exclude cost savings associated with time/labor savings?**
- I. Enter any details or descriptions associated with time/labor and cost savings.**
- J. Which of IIT's Strategic priorities does this project relate to? See <https://web.iit.edu/strategic-plan/2020-2025>**

7. Leave the Assignees field blank, and save the ticket to submit.