|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service Request Form** | | | | |
| *Please provide one form per request (need/problem) if they are distinct enough to be described separately. The form should be sent by email to datacentre@scilifelab.se* | | | | |
|  | | | | |
| **Date of submission:** |  | | | |
| **Name of requester:** |  | | | |
| **Email / phone:** |  | | | |
| **Unit/platform:** |  | | | |
|  | | | | |
| **Underlying need or problem:**  *Provide a brief description of the underlying problem or need leading to the service request.* | | | | |
|  | | | | |
| **Suggested solution:**  *Provide a brief description of the solution you are considering/suggesting to solve your need:* | | | | |
|  | | | | |
| **Estimated Benefit / Impact of the solution:**  *Provide a brief description of the benefits or impact it will have on your organization and/or your daily operations to have the need or problem solved.* | | | | ⃝ High  ⃝ Medium  ⃝ Low |
|  | | | | |
| **Implications of not solving the problem/need:**  *Provide a brief description of what the implications might be if the need/problem is not solved.* | | | | ⃝ High  ⃝ Medium  ⃝ Low |
|  | | | | |
| **Alternative solutions:**  *Describe any alternatives to the suggested solution according to your perception.* | | | | |
|  | | | | |
| **Areas affected:**  *Are there any other organizations, systems or processes that are affected by the described problem/need or suggested solution?* | | | | |
|  | | | | |
|  | | | | |
| **Cost Estimate:**  **Development /**  **Procurement** | ⃝ Low  ⃝ Medium  ⃝ High  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ KR | **Cost Estimate:**  **Maintenance / Operations** | ⃝ Low  ⃝ Medium  ⃝ High  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ KR | |
| **Funding exist:** | ⃝ Yes  ⃝ No | **Source of funding:** |  | |
| **Urgency:** | ⃝ Low  ⃝ Medium  ⃝ High | **Requested date of implementation:** |  | |