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| 紀錄編號. / NO | |  | | | | | 填表日期. / Date. | | | |  | |
| **單位**  **Unit** |  | | | | **申請人**  **Applicant** |  | | | | **分機**  **Ext.** | |  |
| **權責主管**  **Unit Director** |  | | | | **單位主管**  **Unit Chief** |  | | | | **申請日期**  **Application Date** | | **年　　月　　日**  **Year　　Month　Day** |
| **系統名稱**  **System Name** |  | | | | | | | | | | | |
| **申請項目The applications** | | | | | | | | | | | | |
| □新系統開發Development of the new system □新功能開發Development of new functions  □現行系統修改modify the the existing system  　(程式編號 please fill out the program number)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
| **需求說明Requirement description** | | | | | | | | | | | | |
| (若功能需求涉及其他相關單位，敬請事先協議，並附協調會議紀錄)  (Functional requirements involve other departments, please prior coordination, and attach the meeting record.) | | | | | | | | | | | | |
| **資訊發展處評估 Assess** | | | | | | | | | | | | |
| **收件日期時間**  **Receive Time** | | | **年　　　　　　月　　　　　　日**  **Year　　　　　Month　　　　Day** | | | | | | | | | |
| **作業工時及成本評估**  **Working hours and cost assessment** | | | **日　　　　　　時**  **Day　　　　　Hour** | | | | | **元/人**  **NT$ / Person** | | | | |
| **評估類別**  **Assessments Type** | | | **□列入實施Included in the implementation**  **□暫緩實施Deferring the implementation** | | | | | | | | | |
| **預定完成日**  **Estimated Completion** | | | **年　　　　　　月　　　　　　日**  **Year　　　　　Month　　　　Day** | | | | | | | | | |
| **評估說明Assessments description** | | | | | | | | | | | | |
| 業務承辦  Administrator | | | | 權責主管  Unit Director | | | | | 資訊長  Dean of OICT | | | |
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