**Communications Request**

To support the communications needs of your project and/or service, complete this form and send it to OIT News & Information (N&I) at oit-news-info@duke.edu. The information you provide will allow N&I to act as a consultant and/or build a communication plan to help ensure your project or change in service is a success. If a project scope document is available, please submit it with this form.

Upon receiving this request, N&I will contact you within three business days. If you need a faster response or need assistance completing the form, please contact us.

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| --- | --- |
| **Service owner/operational contact** | **Today’s date** |
| **Project name** | **Project manager** |
| **Key project date(s)** | **Project end date** |
| **Message content approver(s)** |
| **Service(s) impacted (check all that apply; provide detail in the space provided)** \_\_ New service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Service redesign/upgrade/enhancement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Web interface change or new Web interface \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **User base(s) affected (check all that apply)** \_\_ University \_\_ Health System \_\_ Both University and Health System \_\_ Staff \_\_ Faculty \_\_ Students \_\_ All staff, faculty and students \_\_ IT support groups \_\_ Other (describe) |
| **What actions, if any, will the user base need to take, and when?** |
| **Notes/Comments** |
| ***If a project scope statement is not available, complete the items below.*** |
| **Project/Service summary** |
| **Key message(s) to convey** |
| **Project/Service benefits** |
| **Project risks** |