

SERVICE REQUEST

The following questionnaire has been prepared to provide us with an illustration of what is required by your business. To facilitate the success of the assignment, as much information as possible should be provided. Feel free to add any additional information to the Service Request to make it more relevant to your organisation.

The assignment

1. What are the primary requirements of this assignment?
[enter here]
2. Please provide a defined action plan if available (if not please consider preparing one to facilitate best outcome).
[enter here]
3. What are the expected outcomes?
[enter here]
4. Please list the timeframe this assignment must be completed in.
[enter here]
5. Please detail the targets required during the assignment.
[enter here]
6. Please provide additional relevant information required to complete this assignment?
[enter here]
7. How will the work performance be measured? Please provide key performance indicators and achievable milestones.
[enter here]
8. Please outline preferred communication strategies.
[enter here]
9. Does this assignment require liaison with staff/suppliers/clients/others? If so, please provide details of who, how to contact them, and when.
[enter here]
10. Are there any limitations that may affect the possible completion of this assignment?
[enter here]

Technology needs

11. What equipment is required specifically for this assignment?
[enter here]
12. Will remote access to the company network be required for this assignment?
[enter here]
13. When will this be available? (Please note, the assignment cannot commence until all necessary requirements are fulfilled).
[enter here]
14. Is there an intranet that can be accessed remotely?

[enter here]

Desirables

15. Please list the staff skillset required for this assignment.

[enter here]

16. If out of scope items are found, how would you like these communicated and treated? Please advise change management process.

[enter here]

17. If this assignment can be completed earlier using additional resources and costs, would this be more beneficial to your company?

[enter here]

18. Will notices and changes that may affect the project be communicated to the teleworker?
How?

[enter here]

Once we receive the completed questionnaire, a scope and proposal will be drafted and sent to you. Please allow 5-10 business days for us to fully investigate and develop the proposal.