

US DEPARTMENT OF LABOR

Employment and Training Administration
Office of Job Corps



IT Trax User's Guide

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Introduction

As the technological needs of Job Corps evolve, Job Corps Centers and Agencies may need to initiate projects to expand or to gain new capabilities. IT Trax is an application designed to automate the process of creating, tracking and reporting on Information Technology projects requested by Job Corps customers.

For users at Centers and Agencies, IT Trax provides an interface for initiating IT project requests and for obtaining real-time information on the status of those requests as they are processed.

For Regional and National users, IT Trax provides a centralized location for holding requests and information related to the requests, and it provides a structured framework for moving requests through the processes of approval and implementation.

Contacting the JCDC

There are numerous ways to get assistance with IT Trax and all CDSS applications. First is calling the Technical Assistance Center (TAC).

The TAC can be reached 7:00 AM - 7:00 PM, Central Time at **1-800-598-5008**, Option #2 (phone) or via fax: **(512) 804-2012**. Also, you can email the TAC at helpdesk@jobcorps.org (email outside the network).

On the JCDC training Web site (<http://training.jobcorps.org>), you can find the following resources:

- General overview of the CDSS Suite of Applications
- General overview of each application
- Hardware requirements
- Training information for each application
- FAQ section for each application. You can find questions and answers concerning each application in the CDSS Suite of Applications. Updates are posted weekly, so check back often for more information.

User ID Request Forms are available from the Forms Web site (<http://forms.jobcorps.org>).

IT Trax Requests

Overview

IT Trax manages IT Project Requests from Job Corps Data Center customers, including Job Corps Centers, OA/CTS providers, Regional or National Office Staff and Center Operators. These projects require an approval and funding process, and are implemented by the Data Center once approved and funded.

IT Trax Project Requests may be generated for many different types of projects. There are three functional areas under which requests may fall:

Telecommunications, Software Development, and Security. Examples of each are given below.

- Telecommunications projects are primarily concerned with the Job Corps Network. Additions of cabling, access devices, LAN configuration, requests for hardware, such as network switches and PCs, and provisioning of additional bandwidth are all examples of Telecommunications Projects appropriate for IT Trax. Any telecom project designed to add new hardware or to expand the capabilities of the network should be submitted via IT Trax.
- Software Development projects appropriate for IT Trax are those that require significant design changes to the CDSS Suite of Applications, such as major function enhancements and requests for new applications. Minor software enhancement requests and problems with existing functionality are more appropriately directed to the HelpDesk/TAC.
- IT Trax Security requests may be either technical or policy-related. Examples of technical security requests include reconfiguring a firewall to allow access to a specific application, or a request to change an access list on a VLAN to prevent unauthorized access to the Job Corps network. Security requests also include issues related to Job Corps security policy, such as ensuring that all Job Corps employees are in compliance with the Job Corps end-user agreement, or responding to requests from authorities for email records, or providing guidance to JCCs and OA/CTS providers in regards to Job Corps IT security policies.

Note that although, in some cases, actual implementation of the project might be carried out by a third party under the supervision of the Job Corps Data Center, the National Office and the Office of the Inspector General consider the JCDC responsible for the security and operation of the Job Corps private network and for devices that attach to the network. In order to meet these responsibilities the JCDC must have technical approval for all solutions implemented on the network.

Roles

IT Trax is available to senior staff, such as POCs and Center Directors, for the purposes of making IT requests and for checking on the status of those requests. A user ID and password for accessing IT Trax may be requested from the JCDC using the IT Trax User ID Request Form, available from the Job Corps Forms site at <http://forms.jobcorps.org>.

IT Trax supports three different user roles, assigned when the ID is requested. Each role has different purpose and a different level of access to project requests. When you request a user ID, you must specify which IT Trax role you will require.

Role	Description
Requestor	This role is intended for Center and Agency staff who initiate project requests. Requestors are able to create new project requests, check the status of their requests, generate reports, and add notes to projects.
DOL Manager	This role is intended for Regional Project Managers who need to review project requests and guide the requests through the approval and implementation process. DOL Managers have all the capabilities of Requestors, plus the additional capabilities of editing existing project requests and adding information like cost estimation, project timeframes, and the funding sources for projects.
JCDC Technical Team	This role is intended for members of the JCDC Technical Team who need to review project requests, design solutions, and create cost and time estimates for projects. Technical Team members have access to all areas of IT Trax and may perform any function.

Approval Process and Status Codes

IT Project Requests follow a procedure for approval. The Status field on the request indicates which stage of the approval process the project is currently in.

The general stages of an IT Project Request are:

1. Request initiated
2. Initial approval by Region
3. Solutions design, cost estimate, and deployment timeframe by Data Center Technical Team

4. Approval by Region
5. Requestor and/or Region secure funding and issue Purchase Order to vendors
6. JCDC manages project to completion

The possible values of the Status field of a project reflect this process. These values are given in the table below.

Project Status	Description
Pending Regional Initial Review	The request has been entered into IT Trax, and is waiting for Regional staff to make a preliminary approval assessment. New IT Trax project requests are automatically assigned this status.
Pending Technical Team Review	The request has been given initial approval by Regional staff and is waiting for the Data Center's Technical Team to develop a solution, which includes cost and time estimates.
Pending Regional Review	A solution, including cost and time estimates, has been developed by the Technical Team, and the request is waiting for an approval decision from Regional staff.
Pending Funding	The project request has been approved by the Region, but funding for the project has not yet been located.
Funding Approved	The project request has been approved, and funding has been located. The next step is implementation by the Data Center's Technical Team.
Work in Progress	Implementation of the project is currently underway.
Completed	The project has been completed.
On Hold	The project has been placed on hold. See the project notes for information on who placed the project on hold and why.
Rejected by Region	Regional staff rejected the project request, either at an initial stage or after the cost and time estimates from the Technical Team. Consult the project notes for the details.
Rejected by Technical Team	The Technical Team rejected the request. Consult the project notes for details.
Rejected by National Office	The Technical Team rejected the request. Consult the project notes for details.

Notifying Staff When Changes Are Made

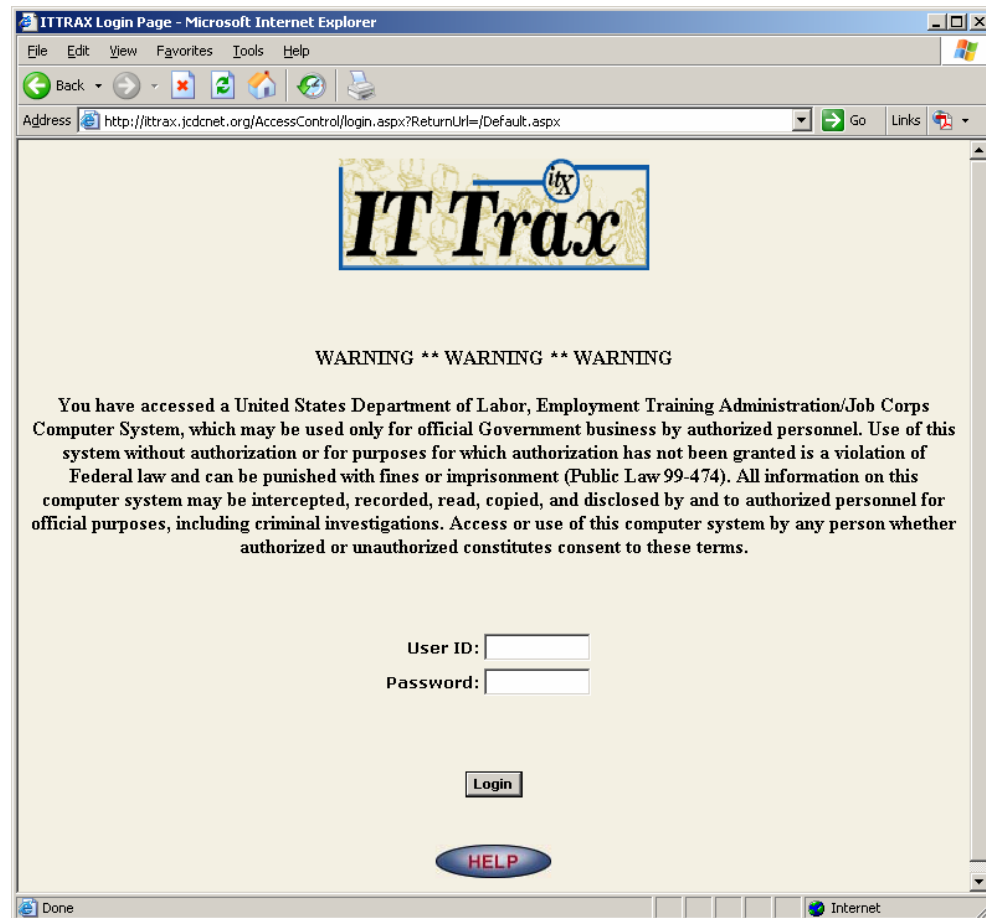
Though IT Trax provides a central location for storing and tracking IT Project Requests, the application does not notify staff when a project is added or updated. The staff involved in the project request are responsible for notifying the appropriate staff members when a request is added or when important material is added to a project request.

Using IT Trax

Launching IT Trax

You may log into IT Trax from any computer in the Job Corps network by entering this URL into Internet Explorer: <http://ittrax.jcdcnet.org>.

Once the IT Trax application opens, enter your IT Trax user ID and password and click **Login**.



Using IT Trax Outside the Job Corps Network

IT Trax is not available from the Internet. Users who are outside the Job Corps network should launch IT Trax by using Internet Explorer from their Citrix Desktop.

Creating an IT Trax Project Request

To create an IT Trax project request, you must first gather the following information:

- A complete description of the project requirements. This description should be written in terms of the desired end result rather than in terms of a specific solution. For example, “We need twenty new network connections in classroom 3A,” is better than, “We need a Cisco WS-C2948G for our classroom.”
- A justification stating the need for the project. The justification should focus on the benefit that the requested functionality will provide for the Center, and what problems the functionality will solve.
- A proposed funding source. This may not necessarily be the final funding source.
- The name and contact information for the project requestor. This person will be the main point of contact when questions arise during the approval process.
- The name and contact information of the DOL Regional Project Manager (Regional PM) for your Center or Agency.

After this information is gathered, Launch IT Trax and follow these steps:

1. Click **Add Request** from the IT Trax menu

2. Enter project information into each field of the Add Project window. Note that all fields are required. In the text fields (Title, Description, and Justification) you may cut and paste text from existing documents.

Add Project

◆ **Project Title:**

◆ **Organization:**

◆ **Project Type:** ◆ **Project Status:** Pending Regional Initial Review

◆ **Project Description:**

◆ **Project Justification:**

◆ **Region:**

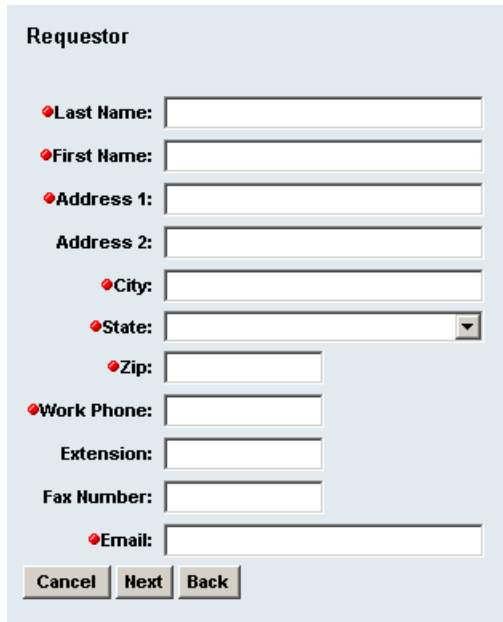
◆ **Proposed Funding:**

Requestor: **DOL Manager:**

Fill in all fields with the project request information

3. Click **Next**.

4. Enter contact information for the project Requestor. This person will be the primary point of contact for Regional, National, and JCDC staff when questions arise during the project approval process.



Requestor

◆ Last Name:

◆ First Name:

◆ Address 1:

Address 2:

◆ City:

◆ State:

◆ Zip:

◆ Work Phone:

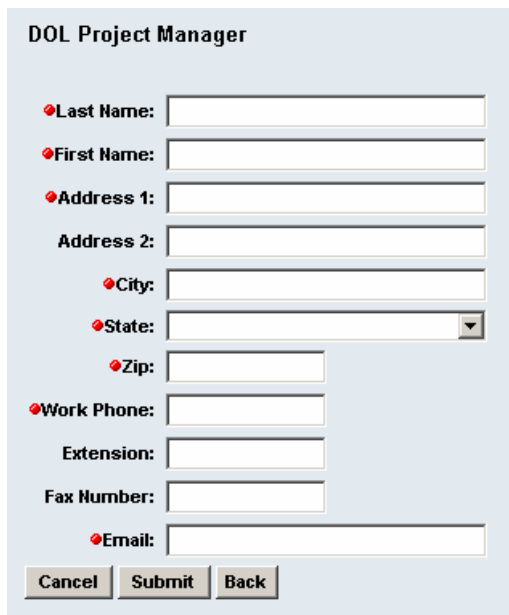
Extension:

Fax Number:

◆ Email:

Enter all required information for the requestor

5. Click **Next**.
6. Enter contact information for your Regional Project Manager.



DOL Project Manager

◆ Last Name:

◆ First Name:

◆ Address 1:

Address 2:

◆ City:

◆ State:

◆ Zip:

◆ Work Phone:

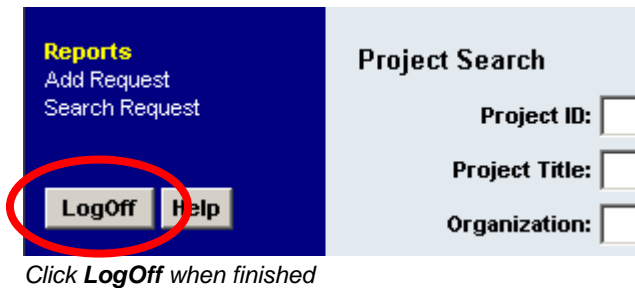
Extension:

Fax Number:

◆ Email:

Enter all required information for the Regional PM

7. Click **Submit**. You will be returned to the Edit Project window, where you may edit any fields of your request if necessary. Note that the Project ID and Request Date fields have been automatically populated for you.
8. If you make any changes to your request, click **Submit** to record them.
9. When you are satisfied with your project request, click **Done**.
10. Click **LogOff** to end your IT Trax session.



*Click **LogOff** when finished*

11. Notify the appropriate staff that the project has been created. For Center staff, the appropriate contact would usually be the Regional Project Manager.

Locating an Existing IT Trax Project Request

To locate an existing project request, log into IT Trax and follow these steps:

1. Click **Search Request** from the IT Trax menu. The Project Search interface will appear.

The screenshot shows the 'Project Search' interface with the following fields and controls:

- Project ID:
- Project Title:
- Organization:
- Region:
- Project Type:
- Project Status:
- Requestor Last:
- First:
- Project Manager Last:
- First:
- Request Date Start:
- End:

At the bottom are three buttons: 'Search', 'Reset', and 'New'.

The Project Search interface allows you to locate existing project requests

2. In the Project Search window, you may use various criteria to locate your project request. The most straightforward method may be to enter your organization's name in the Organization field, which will retrieve all projects for your Center or Agency.

Search capabilities include:

- In text fields, you may enter just the first characters of a value to match the rest of the text. For instance, entering “Add” in the Project Title field locates all projects where the Project Title begins with “Add.”
 - The percent sign (%) may be used as a wildcard to match zero or more characters. For instance, entering “%library%” in the Project Title field will locate all projects with the word “library” anywhere in the title.
 - If more than one search field is used, the application will return any projects that match *both* criteria. For example, entering “Add” in the Project Title field and selecting **Dallas** as the Region will locate all project requests from the Dallas Region (or from Centers or Agencies in that Region) where the Project Title begins with “Add.”
3. After the search criteria have been entered, click **Search** to locate matching project requests.
 4. When the search results appear, you may choose your project from the results table. If more than 20 projects match your criteria, you may use the page navigation links in the bottom row to move from page to page. Clicking on any header will sort the projects based on that column.

Project ID	Project Title	Organization	Project Status	Project Type	Region	Requestor	Program Manager	Project Notes	Report
104	Add network drops to McNeal library	William McNeal JC	Pending Regional Initial Review	Wiring	Atlanta	Young, Dan	Zapata, Michael	Project Notes	Report
106	Configure firewall to block P2P	William McNeal JC	Pending Regional Initial Review	Security	Atlanta	Young, Dan	Zapata, Michael	Project Notes	Report
107	12 thin clients for records center	William McNeal JC	Pending Regional Initial Review	Hardware	Atlanta	Young, Dan	Zapata, Michael	Project Notes	Report
Page 1									

Search Results are displayed in a tabular format

Using Search Results

After locating your project in the table of search results, you may edit the project request (if you have permission to do so), view or add project notes, or generate reports. Each of these activities is discussed in the sections that follow.

Edit Project Request

Clicking the **Project ID** link will display the Edit Project window, allowing you to change the information describing the project.

Project ID	Project Title	Organization	Project Status	Project Type	Region	Requestor	Program Manager	Project Notes	Report
104	Add network drops to McNeal library	William McNeal JC	Pending Regional Initial Review	Wiring	Atlanta	Young, Dan	Zapata, Michael	Project Notes	Report
106	Configure firewall to block P2P	William McNeal JC	Pending Regional Initial Review	Security	Atlanta	Young, Dan	Zapata, Michael	Project Notes	Report
107	12 thin clients for records center	William McNeal JC	Pending Regional Initial Review	Hardware	Atlanta	Young, Dan	Zapata, Michael	Project Notes	Report
Page 1									

Clicking the Project ID number (if enabled) will allow you to edit the project request

Note that this link may be either enabled or disabled, depending on your IT Trax role and the status of the project, as follows:

- Requestors may edit their project requests as long as the status of the request is **Pending Regional Initial Review**. Once the Regional staff have performed an initial review of the project request, the Requestor may add project notes, but may not edit the request itself.
- DOL Managers may edit any project request unless the status has been set to:
 - Rejected By Technical Team
 - Rejected By National Office
 - Work In Progress
 - Completed
- Members of the JCDC Technical Team may edit any project request regardless of status.

Note Though in some cases, Requestors and DOL Managers may not have permission to edit the project request definition fields, they are always able to add project notes to a request.

View or Edit Project Notes

Clicking on the **Project Notes** link will display the Project Notes window, allowing you to view existing notes for this project or add new ones. Details on using Project Notes are given in the *Adding Notes to an IT Trax Project Request* section of this manual.

Project ID	Project Title	Organization	Project Status	Project Type	Region	Requestor	Program Manager	Project Notes	Report
104	Add network drops to McNeal library	William McNeal JC	Pending Regional Initial Review	Wiring	Atlanta	Young, Dan	Zapata, Michael	Project Notes	Report
106	Configure firewall to block P2P	William McNeal JC	Pending Regional Initial Review	Security	Atlanta	Young, Dan	Zapata, Michael	Project Notes	Report
107	12 thin clients for records center	William McNeal JC	Pending Regional Initial Review	Hardware	Atlanta	Young, Dan	Zapata, Michael	Project Notes	Report

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Click **Project Notes** from the search results table to edit Project Notes

Display a Report

Clicking on the **Report** link will display the Project Detail Report for the selected project. An example of this report can be seen in the *Checking the Status of an IT Request* portion of this manual.

Project ID	Project Title	Organization	Project Status	Project Type	Region	Requestor	Program Manager	Project Notes	Report
104	Add network drops to McNeal library	William McNeal JC	Pending Regional Initial Review	Wiring	Atlanta	Young, Dan	Zapata, Michael	Project Notes	Report
106	Configure firewall to block P2P	William McNeal JC	Pending Regional Initial Review	Security	Atlanta	Young, Dan	Zapata, Michael	Project Notes	Report
107	12 thin clients for records center	William McNeal JC	Pending Regional Initial Review	Hardware	Atlanta	Young, Dan	Zapata, Michael	Project Notes	Report

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Click **Report** from the search results table to view a detail report

Checking the Status of an IT Trax Project Request

You may check the status of an IT Trax project request at any time. As a project request moves through the approval processes, its status is typically noted in two ways:

- The Project Status field is updated to reflect the request's current stage of processing.
- Project Notes are added to hold comments by personnel involved in the approval and implementation process.

To check the status of an IT Trax project request, log into IT Trax and follow these steps:

1. Click **Search Request**.
2. Enter search criteria and click **Search**.

3. Locate your project request and click **Report**. A Combined Project Detail and Notes report will appear in a PDF window. You may print this report or save it in electronic format. The first page of this report shows the project request, including its current status. The second page of this report is a summary of the project notes for this project. If there are no notes attached to this project request, the combined report will only contain the first page.

04/06/2005	Information Technology Tracking	Page 1 of 1
Project Detail Report		
<hr/>		
Project ID: 104	Project Title: Add network drops to McNeal library	
Project Type: Wiring	Status: Pending Regional Initial R	Organization: JC Region: Atlanta
Description: Add six network drops to the center library behind the study carrel area, approximately 50 feet from existing drop at front desk.		
Project Justification: Library currently has only one network connection, at the front desk for staff use. We plan to add six student terminals for web research, and the hardware is available, but the network connections have not been installed.		
Actual Cost:	Actual Funding Source:	Proposed Funding Source: Regional Office
Request Dt: 03/28/2005	Start Dt:	
Due Dt:	Complete Dt:	

The status of the project is given on the first page of the report

04/06/2005	Information Technology Tracking	Page 1 of 1
Project Notes Report		
<hr/>		
Number: 1		
Subject: Scheduling regional visit		Active: YES
Author: [redacted]	Add Date: 03/28/2005	Modified Date:
Comment: Regional visit to approve drops scheduled for April 1, 2005		
<hr/>		
Number: 2		
Subject: Locating approved contract agency		Active: YES
Author: [redacted]	Add Date: 03/28/2005	Modified Date: 03/28/2005
Comment: [redacted] from the Data Center needs contact information for local DOL-approved contractors		
<hr/>		
Number: 3		
Subject: Generate assessment document		Active: YES
Author: [redacted]	Add Date: 03/29/2005	Modified Date:
Comment: JCDC needs a schematic diagram (blueprint, preferably) of the building with the existing drop and the proposed drop locations clearly marked.		
<hr/>		
Number: 4		
Subject: May need switch as well		Active: NO
Author: [redacted]	Add Date: 03/28/2005	Modified Date: 03/28/2005
Comment: The existing drop is already at the far end of what CAT-5 can support. We will need a switch to get all the way to the new drop sites. The initial estimate needs to be revised with this information.		

The second page of the report shows the notes that have been entered (if notes exist)

Adding Notes to an IT Trax Project Request

IT Trax Project Notes are used to append information onto project requests and to document the history of the request as it moves through the approval and implementation process. Notes may be entered by staff members, and a note is also automatically generated when someone changes the status of a project.

Note Job Corps staff members involved in your project are not automatically notified when you add a note to an IT Trax Project Request. If the note is significant to the decisions being made about the project request, you may wish to contact the Job Corps staff involved to let them know that a note has been added.

To add a note to an IT Trax project request, log into IT Trax and follow these steps:

1. Click **Search Request**.
2. Enter search criteria and click **Search**.
3. Locate your project request and click **Project Notes**. A window will appear showing all existing notes for the selected project.
4. Click **New** to create a new note.

http://ittraxtest.jcdc4.jcdcnet.org - Case Notes - Microsoft Internet Explorer

IT Trax

Title: Add network drops to McNeal library
 Requestor: Young, Dan
 Request Date: 03/28/2005
 DOL Project Manager: Zapata, Michael
 Status: Pending Regional Initial Review

Case Notes Number	Subject	Staff	Add Date	Modified Date
3	Generate assessment document	Young, Dan	03/28/2005	
2	Locating approved contract agency	Young, Dan	03/28/2005	03/28/2005
1	Scheduling regional visit	Young, Dan	03/28/2005	

Search within List Show Inactive Print List Summary Print List Detail

Number: 3
 Subject: Generate assessment document Active: YES

Comment: JCDC needs a schematic diagram (blueprint, preferably) of the building with the existing drop and the proposed drop locations clearly marked.

Staff: Young, Dan Add Date: 03/28/2005 Modified Date:

New Print

Close Window

Done Internet

Click **New** to create a new project note

5. Enter a subject for the note and add your comment.

The screenshot shows a web form with the following elements:

- Number:** A text input field.
- *Subject:** A text input field with a red asterisk indicating it is required.
- Active:** A dropdown menu with "YES" selected.
- Comment:** A large text area with a vertical scrollbar and a small "SBC" icon in the top right corner.
- Staff:** A label "Young, Dan".
- Add Date:** A label.
- Modified Date:** A label.
- * Required Field(s):** A red asterisk indicating required fields.
- Buttons:** "New", "Submit", and "Close Window".

Enter information into the *Subject* and *Comment* fields

6. Click **Submit** to save the project note.

Tip If you need to change a note after it has been entered, you may select the note and make changes as long as (A) you are the original author of the note, and (B) no other notes have been entered since yours was created.

Using IT Trax Reports

IT Trax generates two types of reports: detail and summary.

- A detail report includes detailed information about a single project request. You would use a detail report to view information about a particular project.
- A summary report provides a condensed list of all projects that match particular search criteria. You would use a summary report to view all projects for a particular Center or Region, for instance, or to view all projects that were initiated before a given date.

Instructions for generating these reports are given below.

Detail Report

To generate a Detail Report for a project request, log into IT Trax and follow these steps:

1. Click **Reports** to open the Reports menu.

2. Click **Detail**. A Project Detail search interface will appear.

The Project Detail search interface is identical to the Search Request interface

3. Enter search criteria and click **Search**.
4. Locate your project request in the results table. You may click **Project Details** to view the detail report for your project, or you may click the Project ID Number to view a Combined Project Details and Notes report.

Project ID	Project Title	Organization	Project Status	Project Type	Region		
104	Add network drops to McNeal library	William McNeal JC	Pending Regional Initial Review	Wiring	Atlanta	Project Details	Project Notes
106	Configure firewall to block P2P	William McNeal JC	Pending Technical Team Review	Security	Atlanta	Project Details	Project Notes
107	12 thin clients for records center	William McNeal JC	Pending Regional Initial Review	Hardware	Atlanta	Project Details	Project Notes

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Click on the ID for a Combined Report, or **Project Details** for a Detail Report only

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Project Detail Report

Project ID: 104 Project Title: Add network drops to McNeal library

Project Type: Wiring Status: Pending Regional Initial Review Organization: William McNeal JC Region: Atlanta

Description: Add six network drops to the center library behind the study camel area, approximately 50 feet from existing drop at front desk.

Project Justification: Library currently has only one network connection, at the front desk for staff use. We plan to add six student terminals for web research, and the hardware is available, but the network connections have not been installed.

Actual Cost: Actual Funding Source: Proposed Funding Source: Regional Office

Request Dt: 03/28/2005 Start Dt:

Due Dt: Complete Dt:

Example Detail Report

Summary Report

To generate a Summary Report, log into IT Trax and follow these steps:

1. Click **Reports** to open the Reports menu.
2. Click **Summary**. A Project Summary search interface will appear.

The screenshot shows a search interface titled "Project Summary". It contains several input fields and dropdown menus:

- Project ID: [text input]
- Project Title: [text input]
- Organization: [text input]
- Region: [dropdown menu]
- Project Type: [dropdown menu]
- Project Status: [dropdown menu]
- Requestor Last: [text input]
- Requestor First: [text input]
- Project Manager Last: [text input]
- Project Manager First: [text input]
- Request Date Start: [text input with calendar icon]
- End: [text input with calendar icon]

 At the bottom left, there are two buttons: "Search" and "Reset".

The Project Summary search interface is identical to the Search Request interface

3. Enter search criteria and click **Search**. A PDF window will appear showing a list of all project requests that match your criteria. This report may be printed or saved.

Project ID	Project Title	Status	Start Date	Due Date	Actual Cost	Proposed Source	Actual Source
104	Add network drops to McNeal library	Pending Regional Initial Revit				Regional	Office
Latest Note: The existing drop is already at the far end of what CAT-5 can support. We will need a switch to get all the way to the new drop sites. The initial estimate needs to be revised with this information.							
106	Configure firewall to block P2P	Pending Technical Team Rev				Other	
Latest Note: The status has been changed to Pending Technical Team Review							
107	12 thin clients for records center	Pending Regional Initial Revit				JCDC	
Latest Note: The JCDC can supply thin clients to the center.							

Example Project Summary Report

DOL Manager Role

The DOL Manager role in IT Trax has all the capabilities of the Requestor role, including creating project requests, finding the status of project requests, and adding notes to projects. Refer to the other portions of this manual for information on performing these tasks. Additionally, the DOL Manager has the capability of changing the status of requests, editing existing requests, and entering some request information that Requestors may not.

Requestors may not edit project requests after the status of the request has been changed from **Pending Initial Regional Approval**. DOL Managers, however, may edit any project request unless the status has been set to:

- Rejected By Technical Team
- Rejected By National Office
- Work In Progress
- Completed

When editing a request, DOL Managers may edit certain fields that Requestors may not:

- Project Status (a project note will automatically be generated when this changes)
- Start Date
- Complete Date
- Due Date
- Project Cost
- Actual Funding

Edit Project

Project ID: 104

◆ **Project Title:** Add network drops to McNeal library

◆ **Organization:** William McNeal JC

◆ **Project Type:** Wiring

◆ **Project Status:** Pending Regional Initial Review

◆ **Project Description:** Add six network drops to the center library behind the study carrel area, approximately 50 feet from existing drop at front desk.

◆ **Project Justification:** Library currently has only one network connection, at the front desk for staff use. We plan to add six student terminals for web research, and the hardware is available, but the network connections have not been installed.

◆ **Region:** Atlanta

◆ **Proposed Funding:** Regional Office

◆ **Start Date:**

◆ **Complete Date:**

◆ **Project Cost:**

◆ **Actual Funding:**

◆ **Due Date:**

Requestor: Young, Dan **DOL Manager:** Zapata, Michael

Request date: 3/28/2005

DOL Managers may enter information in fields that Requestors do not have access to.

Note Remember that IT Trax does not automatically notify staff when an IT Project Request is updated. You will need to contact the staff involved in the project when significant changes are made.