KEFRI/F/R&D/06



**BGIS SERVICE REQUEST FORM**

Instructions: This form is to be completed by end users before initiation of any BGIS support. All sections completed should be based on information that is currently available.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Contact Information for the end User** | | | | | |
| Name: | |  | | | |
| Title: | |  | | | |
| Department/Section | |  | | | |
| Eco-Region/Center | |  | | | |
| Work Phone: | |  | | | |
| Mobile Phone: | |  | | | |
| Email address: | |  | | | |
| **2. Background**. | | | | | |
| Provide a brief description of the project: | | | | | |
| **3. Timeline** | | | | | |
| Enter timeline | | | | | |
| **4. Scope of Work (To be filled by Technical BGIS staff together with the end user):** | | | | | |
|  | | | | | |
| **5. Approach and Methodology (To be filled by Technical BGIS staff together with the end user):** | | | | | |
| Provide a brief description e.g.: software and analysis techniques to be employed: | | | | | |
| **6.** **Deliverables** | | | | | |
| Tick all that apply:   * Data collection tool * Data entry template * Data set * Data Analysis Plan | | | | * Data Analysis results * Data Analysis Report * Map/ Maps | |
| **7. Budget** | | | | | |
| Provide a brief description e.g.: Amount and associated Cost Center | | | | | |
| **8. Revision and Document Approval History** | | | | | |
| **Name** | **Designation** | | **Signature** | | **Date** |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |