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.

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| **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** |
|  |  |  |  |
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