## Purpose

This checklist should be used within the IT Service when a request is received for the IT Brokerage Service.

It aims to assist the following:

1. gather initial requirements
2. aid decision as to whether the request is in scope of the brokerage service
3. inform potential suppliers from the framework of the effort required from them
4. inform IT Service of likely support services required alongside the supplier’s effort (for example hosting, data governance)

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| Customer:  | **NUIT Support Service Requirements** |
| Summary Description of Request |  |
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| Overview Requirements |  |
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| Data Requirements |  |
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|  |  |
| Infrastructure Requirements  |  |
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|  |  |
| Critical Success Factors |  |
|  Critical to Quality |  |
|  |  |
|  |  |
|  Critical to Time |  |
|  |  |
|  |  |
| Dependencies  |  |
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