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| **Service Request Form** |
| *Please provide one form per request (need/problem) if they are distinct enough to be described separately. The form should be sent by email to datacentre@scilifelab.se* |
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| **Date of submission:** |  |
| **Name of requester:** |  |
| **Email / phone:** |  |
| **Facility:** |  |
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| **Underlying need or problem:***Provide a brief description of the underlying problem or need leading to the service request.* |
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| **Suggested solution:***Provide a brief description of the solution you are considering/suggesting to solve your need:* |
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| **Estimated Benefit / Impact of the solution:***Provide a brief description of the benefits or impact it will have on your organization and/or your daily operations to have the need or problem solved.* | ⃝ High⃝ Medium ⃝ Low |
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| **Implications of not solving the problem/need:***Provide a brief description of what the implications might be if the need/problem is not solved.* | ⃝ High⃝ Medium ⃝ Low |
|  |
| **Alternative solutions:***Describe any alternatives to the suggested solution according to your perception.*  |
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| **Areas affected:***Are there any other organizations, systems or processes that are affected by the described problem/need or suggested solution?* |
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| **Cost Estimate:****Development /****Procurement** | ⃝ Low⃝ Medium ⃝ High\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ KR | **Cost Estimate:****Maintenance / Operations** | ⃝ Low⃝ Medium ⃝ High\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ KR |
| **Funding exist:** | ⃝ Yes⃝ No | **Source of funding:** |  |
| **Urgency:** | ⃝ Low⃝ Medium ⃝ High | **Requested date of implementation:** |  |