**New Project Setup Request**

This form provides the HMIS team with your basic contact and project information. After the HMIS team receives this form you will be contacted for a more thorough assessment of your project needs. Please submit this through the ticketing portal at [www.hmisaz.org](http://www.hmisaz.org) in order for the request to be processed.

**Step 1:** Please provide your contact details below.

|  |  |
| --- | --- |
| **Agency:** |  |
| **Project Name:** |  |
| **Contact Name:** |  |
| **Contact Phone:** |  |
| **Contact Email:** |  |

**Step 2:** Please provide the following details about this new project.

|  |  |
| --- | --- |
| **Project Type:** |  |
| **Expected Start Date:** |  |

**Step 3:** After the HMIS team receives the initial project setup form a team member will review the request and follow-up with a detailed project setup questionnaire. Your options are:

* Complete the questionnaire online by yourself. Please note, if you opt to complete the questionnaire by yourself and it is not completed correctly the HMIS team will require a phone call to discuss the project details.
* Setup a phone call with a member of the HMIS team to discuss the project setup.

How would you prefer to manage the details of your project?

|  |  |
| --- | --- |
|  | I would like to schedule a phone call with a member of the HMIS team. |
|  | I would like to complete the online questionnaire independently. I understand that any incompleteness will result in a required phone call with a HMIS team member. |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_