



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 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: _____