



# CIT System Analysis & Design On-Campus Client Project Virtual Machine Creation Request

Information Technology Services

## Freedom of Information and Protection of Privacy

The information that you provide on this form is collected under the authority of the Freedom of information and Protection of Privacy Act Section 32(c). It will be used to process the request for remote access and for contact purposes. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy act and can be reviewed on request. If you have any questions about the collection or use of this information, please contact the ITS Help Desk at 403320-3333 or via email at [helpdesk@lethpolytech.ca](mailto:helpdesk@lethpolytech.ca)

This is a request for a Windows Server Virtual Machine, with 8GB of RAM, 2 virtual CPU cores, and 256GB of storage. If approved, the Team Leader will receive information via email within 2 weeks about connecting to the VM.

Section A: Student team information	
Full Name and S# of student team leader	Email address  @lethpolytech.ca
Team Name	
Team members' names and S#s	

Section B: Project information	
While this project is being developed for an on-campus client, there is no guarantee that this system will live more than a few weeks after implementation. Systems that are chosen to be hosted long-term need an expected end of life date; this is the number of years, between 1 and 5, that your client expects this system to be maintained, and useful.	
Internal client name and department	Expected end of life (years) of this system
Project Description (include type of data being stored, for how long, etc.)	
When do you need this Virtual Machine? (Allow at least 2 weeks from date of request)	

## Section C: Post-deployment Virtual Machine access requirements

**In this section, consider the operational requirements of this system - who will be using this system, from where, and what does this system host, and require, from a networking and software perspective.**

**User, or Group:** who (user groups, or individual names, as appropriate) will be using this system from which location(s).

When specifying groups, be as specific as possible; For example, if only CIT Faculty or CIT Students need access to this system, specify them as opposed to All Faculty, or All Students (unless that's a requirement). Key groups on campus are Faculty, Staff, and Students; the employee group encompasses Faculty AND Staff.

**Note:** List groups with different requirements on separate lines.

**Will be accessing (service and/or port):** list all running services (ie: MSSQL, IIS, SFTP) and/or ports (ie: TCP 443) that these users will be accessing remotely (ie: from their office)

**From (location – list all required):** list all locations where these users will be accessing the specified services from.

For employees requiring access to this system from their offices, simply list “employee offices”. If access is required from computer labs, specify WHICH computer labs by room numbers, or program area (ie: IB2111 and IB2131, OR CIT Labs). LC Campus would encompass ALL areas on campus (Staff offices, Faculty Offices, and computer labs). If access is required from a wireless network (ie: Eduroam), or externally (ie: off campus), specify that as well.

**Note:** Wireless and off campus access is likely to require the use of a VPN.

User, or Group	Will be accessing (service and/or port)	From (location – list all required)

## Section D: Approvals

**Student Team Leader**

**Date:**