Financial Training Department (FTD) Request Form

Email to: [FinancialTraining@osu.edu](mailto:FinancialTraining@osu.edu)

1. Date of submission
2. Submitted by (include email and phone)
3. Leader/Sponsor requesting project
4. Business Office / Area
5. Project Name
6. Project Description

* Audience size and description
* Compliance requirement (internal or external)
* If performance concern,
  + What IS happening?
  + What SHOULD BE happening?
* If not performance related, what is the reason for the request?
* Requested deliverable (class, eLearning, demo, job aid)

1. Business Justification

* Alignment with strategic goals
* Risks
* Assumptions

1. Date *desired*
2. Reason for desired date
3. If electronic learning request, please describe aesthetics desired (colors, images, caricatures, etc.)
4. Impact if project is not completed

Please submit to [FinancialTraining@osu.edu](mailto:FinancialTraining@osu.edu) for consideration.