

Design Standards & Guidelines Request Form

Please complete the first section form to request a new SPU Design Standard or Guideline, or a change to one that already exists or is currently under development.

Design Standard or Guideline <i>Current name, or proposed name if new</i>				
Request Type		<input type="checkbox"/> Request for new Standard or Guideline <input type="checkbox"/> Request to change existing Standard or Guideline <input type="checkbox"/> Change request for project underway		
Request Description <i>Briefly describe proposed new standards or guidelines, or proposed changes.</i>				
Reason for Request <i>New: What are benefits of this standard or guideline? (E.g: reduced design time, reduced error) Change: Why is this change needed at this time?</i>				
Name	<i>Organization</i>	<i>Title</i>	<i>Phone #</i>	<i>E-Mail</i>

Please send this form to _____.

To be completed by PDEB (DSG Program Administrator)

Estimated Impact (on Projects in Progress)	
a. Estimated additional internal hours	Cost
b. Estimated additional consultant hours	Cost
c. Estimated impact on project schedule	
d. Estimated additional benefit(s) to SPU, City	Total \$ benefit
e. Additional impacts on project	
Cost Benefit Analysis Summary (New or Revised DS&G)	
a. Estimated internal staff hours	Cost
b. Estimated consultant hours	Cost
c. Estimated duration to complete	
d. Estimated benefit(s) to SPU, City	Total \$ benefit
e. Additional notes on work required	

Approval and Signatures	
_____ PDEB Program Manager	

For additional information, please Contact:
Dean Huber (206) 233-7805