

IT-[REPORT NAME ° " \ † -]

Functional Owner:	
Requested By:	
Responsible for testing:	
Date requested:	
Date Required for testing:	
Date required for production:	
Critical Drivers for Prod Date:	
System(s) affected:	
Affected Business Areas:	

Report Information

Frequency of use:	One time use <input type="checkbox"/> Reoccurring need <input type="checkbox"/>
Report is:	A New report <input type="checkbox"/> An Existing Report <input type="checkbox"/> Name?
Output format:	Spreadsheet <input type="checkbox"/> Argos PDF <input type="checkbox"/> Argos CSV <input type="checkbox"/> Text <input type="checkbox"/>
Needs to be Scheduled?	No <input type="checkbox"/> Yes <input type="checkbox"/> How often?
If Scheduled, recipient contact info	
Contains FERPA related data?	No <input type="checkbox"/> Yes <input type="checkbox"/> Registrar has reviewed and approved? <input type="checkbox"/> [attach approval]
Business Problem to Solve: <Describe the business problem to solve.>	
Functional Requirements: <Provide module/form/field needed for use in final solution implemented. Specific field values to code against are needed before technical review can be done. If this is a web development or changes to an existing page, please provide a mock-up of what the web page design should appear on-line.>	
Reporting: <Provide any potential need for reporting requirements needed after solution is implemented to assist business with managing the process>	

Frequency: <i><Provide how often the solution should be run if applicable></i>
Validation of data: who will execute test and what criteria is being inputted for the reporting? <i><Provide a list of how the data will be validated for extracting data></i>

IT Standard: Testing should occur within 2 weeks of notification for “begin testing”. Emails will be sent indicating that coding has stopped and testing needs to begin. If testing does not begin within 2 weeks, notification should be given from the testers as to why testing cannot occur. If testing does not occur, then the report will be deleted from the test environment. The requestor will need to resubmit the request for re-prioritization of the data.

Security changes: *<Provide module/form/field/component needed for use in final solution implemented. This table should include Argos permission groups >*

Add/Chg	Permission Group	Report / folders
n/a		