<Report Name>

Business Intelligence Development Request

Revision History (latest at top)

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Description  | Author |
|  |  |  |  |

Please return all completed requests to pmo-office@greenwich.ac.uk

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# Development Request Information

|  |  |
| --- | --- |
| **Request Information** | **Description**  |
| **Requestor Name:**  |  |
| **Request Title:** |  |
| **Faculty/Office:** |  |
| **Department:**  |  |
| **Sponsor:** |  |
| **Date of Request:** |  |

# Change Required:

Briefly describe the report/object that is being requested and what changes are required.

# Rationale for work:

What problems is the development aiming to address. State which departments/Postholders have been liaised with across the university to see whether there is an existing solution which meets your requirements.

# Report Population:

What population should be returned in the report, for example if it is a specific group of students what attributes need to be used to select that group. If prompts are needed to change the population please provide information on the parameters that the report/development will need to incorporate.

# Report Output:

Please illustrate or describe the format/layout that the report should be presented in (if requesting full report only).

# Access and Location:

Please provide details of which individuals/teams/groups of users will require access to the report and where it should be in the Reporting Portal (If requesting full report only).

# Other Information

Please provide any further information you believe could be useful, including details of any important timelines.

# ILS Triage Comments

## Summary of Feedback on Request

To be completed by the ILS Triage group only.

Please provide feedback on this request, for example:

* Is there an existing solution available that could meet this request need?
* What are the implications regarding any data requirements?
* Are there any known risks/issues with the request?

Please complete the below table based on this initial review:

|  |  |  |  |
| --- | --- | --- | --- |
| **Estimate of Request Complexity** | **Low** | **Medium** | **High** |
| **Cost**  |  |  |  |
| **Risk**  |  |  |  |
| **Stakeholder Impact**  |  |  |  |

## Dates of Request

Please complete the following table:

|  |  |
| --- | --- |
| **Received by:** | **Date** |
| **PMO** |  |
| **BIRG** |  |