

Title: **Report Request**

Date:

Requestor Name:

Request Date:

Requested Completion Date:

Report Name:

Add this report to Automated Schedule:

- Yes (Frequency: Daily, Weekly, etc.) \_\_\_\_\_
- No

Distribution List for this report:

User Defined Priority:

- Critical
- High
- Medium
- Low

Description:

Business Need/Justification:

Requirements/Specifications:

- Data/Measures needed (page views, minutes, unique users, impressions, hits, etc.)
- Timeframe, Frequency (Daily, Weekly, Monthly, One Time)
- Report layout (Sort Order, Grouping, Totals)
- Delivery format (Excel file format, other)
- Delivery mechanism (e-mail, file server/LAN, hard copy)