**Requestor Information:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Request Date:</th>
<th>Requested Completion Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Description of Request:**

**Request Type:** (Check one)

- [ ] Enhancement: a change to an existing feature or process; a change in the way the system was originally defined in the original user requirements
- [ ] New Feature: a feature, service, or product to be incorporated in the system for the first time
- [ ] Bug/defect fix: A “bug” or “defect” occurs when the production system functionality is not performing in accordance with the Business/Users requirements.
- [ ] Other:

**Business Objectives Supported by this Request:** (Check which, if any, initiatives this request supports)

- [ ] Cycle Time Reduction
- [ ] Total Customer Satisfaction
- [ ] Improved Quality
- [ ] Other:

**Description:**

**Business Justification:**

SDLC Internal Use Only
### Associated Benefits

(Include a description of the metrics used to measure success)

### Financial Impact and Potential Risks

### Future Opportunities

- Functionality is being introduced during the current release, with a view to implementing further functionality during subsequent releases.

- New data being captured for which future releases could benefit

### Dependencies

- Contracts

- Partners

- Etc.

### Interested Parties/Distribution list