

New Development Request Form Instructions

Specific information must be provided in order for a new development to be created. This information is provided on the Request for a Development Form and then submitted with a PTR. Please follow the instructions provided. If the form is not completed fully, it will be returned to the requestor for more information prior to the creation of the Development request.

Subject of Request: The full name of the Development being requested. If this is an addition or change to an existing development, please indicate the name of the existing development.

Institution/Requestor: Name of the institution making the request along with a contact person in case of additional questions.

Phone: Phone number of contact person in case of questions.

Date Requested: Date the request is being submitted. (Should match the date of the PTR.)

Priority: List the priority level of the request. Please take into consideration that the priority level being requested may be changed by project functional and technical staff based on the request and other work currently being done. Also consider the definition of each priority level:

Emergency – Unable to complete job functions without this request.

Critical – Ability to complete job functions may be impacted by this request.

Important – Would like to have this request as it will aid in the ability to complete job responsibilities.

Not Time Critical – Would like to have this completed, but it does not have a deadline.

Category: indicate if this is a request for a new development or if this is an addition or change to an existing development.

Translation Value –

Other - Please specify. Examples include Word templates and macros used for Mail Merging .CSV files.

Application Impacted – Please indicate the modules involved in this request. Choices include: Academic Advisement; Academic Structure; Campus Community; Portal; Recruitment & Admissions; Student Finance; Student Financial Aid and Student Records.

Explanation of Request (completed by requestor) – Please include a description of the information being requested. Examples of areas that may be included are:

Prompts -Criteria from which you want the request to run. Business Unit or Institution, term, and/or date are choices.

Specific fields – information included in the request. EMPLID, name, account balance, account type, admission status, address, phone number, etc.

Method of sorting information – the order in which the information should be provided.

Breadcrumbs - where this report or process should be found or where the information for this report or process may be found.

Purpose of the Request - What will the request be used for.