## Initial Request - Requestor

Initial Request Instructions:

Please complete this form with your word processor. Attach it and any drawings, forms, or supplemental materials to an email, which should be sent to the appropriate application area mailing list.

Requestor Contact Information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \*Name: |       | \*Request Date: |       | \*Department: |       |
| \*E-mail: |       | \*Telephone: |       | \*Campus: |       |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| \*Application: | Faculty: | [ ]  | FinAid: | [ ]  | General: | [ ]  | HR: | [ ]  | Student: | [ ]  | LCB: | [ ]  | Other: | [ ]  |
| EDIR: | [ ]  | fsaATLAS: | [ ]  | Housing: | [ ]  | MyUA: | [ ]  | OnBase: | [ ]  | QAdhoc / QMenu: | [ ]  |       |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| \*Suggested Priority:[[1]](#footnote-1) |   | PREP Date Goal:[[2]](#footnote-2) |       | PROD Date Goal: |       | More Documentation: | [ ]  |

|  |  |
| --- | --- |
|  Process Name (if exists): |       |

\*What to do:

|  |
| --- |
|       |

\*Reason for doing it:

|  |
| --- |
|       |

\*Business impact if this request is not performed:

|  |
| --- |
|       |

Related information (forms, tables, reports, fields, dependencies):

|  |
| --- |
|       |

 Requested Scheduling (For example: ‘On demand’ or ‘Daily at 5:00 AM’):

|  |
| --- |
|       |

Banner Specific Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Population Selection as input? | Yes: | [ ]  | No: | [ ]  |

 Security - Tentative Banner Class(es):

|  |
| --- |
|       |

Job Submission/Command Line Input Parameters
(#Required if they are modified. Please include sorting options in the description. See Help Text (F1) for Description if more entries are needed.)

| #Description | #Single or Multiple(S/M) | #Required or Optional(R/O) | #% (Wildcard) Allowed(Y/N) | Default Value | Validation Table or Valid Values |
| --- | --- | --- | --- | --- | --- |
|       |   |   |   |       |       |

## Functional Authorization - Authorized Functional Chairperson/Workteam

Functional Authorization Instructions:

Please forward accepted requests and any supplemental materials to EAS .If an EAS Lead is present at the workteam meeting, you can verbally approve it while providing the other information.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| \*Approver Name: |       | \*Fast Track Request:[[3]](#footnote-3) | Yes: | [ ]  | No: | [ ]  |
| \*Priority:[[4]](#footnote-4) |   | Requested PREP Date: |       | Requested PROD Date: |       | \*Submitted Date: |       |

## Technical Authorization - EAS

Technical Authorization Instructions:

If the request is not ‘Fast Tracked’, complete restatement and estimations. Include questions that require response to complete request. Return to the Functional Chairperson / Workteam for the final functional authorization.

Approver Contact Information:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| +Reviewer Name: |       | +Fast Track Request Accepted:[[5]](#footnote-5) | Yes: | [ ]  | No: | [ ]  |
| +Review Date: |       | +Request Status: | Accept: | [ ]  | Reject: | [ ]  |
| +Estimated PREP Date: |       | +Estimated Effort (hours): |     |

 Internal Object Name(s):

|  |
| --- |
|       |

+Rejection Reason (only required if Request Status is Rejected):

|  |
| --- |
|       |

+Restated Purpose:

|  |
| --- |
|       |

 Questions concerning request:

|  |
| --- |
|       |

## Final Functional Authorization - Authorized Functional Chairperson[[6]](#footnote-6)

Final Functional Authorization Instructions:

Review the restatement, estimations, and questions concerning the request. If approved, reply to EAS with final request information.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| +Approver Name: |       | +Final User Priority: |   |  | +Request Status: | Accept: | [ ]  | Reject: | [ ]  |
| +Review Date: |       | Requested PREP Date:[[7]](#footnote-7) |       | Requested PROD Date: |       |
| +I accept EAS’s restated purpose as being a complete and accurate statement of our requirements: | Yes: | [ ]  | No: | [ ]  |

 Final Banner Class(es):

|  |
| --- |
|       |

+Response(s) to EAS questions:

|  |
| --- |
|       |

## Technical Comments - EAS[[8]](#footnote-8)

|  |  |  |  |
| --- | --- | --- | --- |
| +Name: |       | +Comment Date: |       |

 Comments:

|  |
| --- |
|       |

1. Priorities: 1=Low, 2=Medium, 3=High, 4=Now [↑](#footnote-ref-1)
2. **\***At least one of the PREP Date or PROD Date values must be entered. [↑](#footnote-ref-2)
3. Fast Track Requirements: No restatement required (e.g. existing object with minor, isolated changes or a new object with simple requirements) [↑](#footnote-ref-3)
4. Tentative priority unless Fast Track is selected [↑](#footnote-ref-4)
5. Fast Track Request Accepted: The EAS Lead may determine based on the request specifics that Fast Track may not be appropriate. [↑](#footnote-ref-5)
6. Only if request not fast tracked [↑](#footnote-ref-6)
7. **+**At least one of the PREP Date or PROD Date values must be entered. [↑](#footnote-ref-7)
8. Replicate fields as needed for set of comments [↑](#footnote-ref-8)