**Custom RFQ – Customer Requirements**

**{Customer Name} – {Submitted By}**

**Stakeholders (Who):**

**Please list everyone involved in this project and identify the main end users for the project / process that will be communicated with throughout development.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Primary and/or Testing User?** | **Email** | **Phone** |
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**NOTE: For any instances where screenshots are required, please reference them with an identifier and label them as such in the screenshots section of this template.**

**Business Case / why is this being requested / what is being integrated with? (Why):**

**Please provide a written explanation of why you are needing this modification and how you see it positively impacting your current processes.**

**Current Process (What):**

**Please provide a written explanation of how you are currently performing this function / process with screenshots and / or photos of where you are interacting with the system.**

**Current Core Programs / Menu Items Being Used (Where):**

**Please provide a list of all menu items / programs that you are using in this process including any custom ARC programs and their associated ID.**

**Proposed Solution (How):**

**Please provide a written explanation of how you see this modification working or how you are looking to change your current process by implementing this modification. For integrations, please define what 3rd party or in house resource we will be working with and how the integration needs to be structured (e.g. one way communication, two way sync, frequency of data sync, etc…).**

**Assumptions:**

**Please list any information on how you think the system is currently working or functionality that may be unique to and / or required by your processes.**

**Examples:**

**Please use this section to provide any of the requested information in the following sections.**

**Screenshots of existing screens or Screen / GridView / Report mockups:**

**Please provide screenshots of existing screens you are using in your process (with any mockups) and / or provide mockups for any Screen(s) / GridView(s) / Report(s) you are looking to create / modify / apply formatting to etc…**

**Data Mapping:**

**Please provide any datatable / field names that you are looking to add to screens / gridviews or any import / export structures that correlate what fields you are entering and expect match in GSS. Note: This can include how your organization is current using User Fields for specific functionalities.**

**Additional Files:**

Please attach any additional files related to this request to the RFQ call reference on the SW once generated. These files can include Excel mockups, current program exports/imports, requirements of other programs, custom GAB Scripts and/or reports, etc.…