**System Request Template**

**Project Name:** [Insert project name]  
**Date:** [Insert submission date]  
**Requester:** [Your group details with member names]

### 1. Reasons for the Request

🔗 *Describe the problem or challenge you have identified.*  
*(What isn’t working? What’s inefficient? Why is a system needed?)*

### 2. Business Requirements

🔗 *List the major capabilities the system must have.*  
*(What should the system be able to do? Keep it high-level, not technical.)*

### 3. Business Value

**Tangible Benefits**  
🔗 *Benefits you can measure in money, time, or resources.*  
*(Example: save processing time, reduce costs, increase revenue)*

**Intangible Benefits**  
🔗 *Benefits that are real but harder to measure.*  
*(Example: improve customer/user satisfaction, strengthen reputation)*

### 4. Special Issues/Considerations

🔗 *List any risks, constraints, or special factors.*  
*(Budget, timeline, regulations, training needs, integrations, etc.)*

### 5. Recommendation

🔗 *End with a clear statement recommending the system to move forward.*  
*(Example: “We recommend this request proceed to feasibility analysis.”)*