

Business Process:	
Requested By:	
Affected Campuses:	
Affected Modules:	
Prepared By:	
Date:	
Priority:	<input type="checkbox"/> Show stopper <input type="checkbox"/> Should Have <input checked="" type="checkbox"/> Nice to Have

Business Process Definition (in legacy):

Description of Software Gap:

Description of Requested Change:

Justification:

(Include specific policy references and volume estimates where possible (e.g., number of students per term.))

Impact of Not Implementing Proposed Change:

(Include specific volume estimates if technical solution is not implemented (e.g., number of students).)

Effort Estimate:

(To be completed in collaboration between functional analyst, consultant, and technical lead based on provided guidelines.)

Option	One-Time Development Cost	Yearly Maintenance Cost	Yearly Manual Effort/Cost
1			
2			
3			

(To be routed to all reviewers selected below. Mark Approval in the Yes/No column, date, and add any appropriate comments.)

Required Review/Approvals(check those who should approve the solution for this gap)				
Role	Name	Yes/No	Date	Comment
<input type="checkbox"/> Boulder Campus Liaison:				
<input type="checkbox"/> Denver Campus Liaison:				
<input type="checkbox"/> Colorado Spring Liaison:				