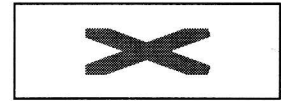


Initiation Phase Deliverables
Service/Work Request Form



REQUEST FOR WORK FORM

Control#

(For program office only)

Use "Tab" key to move through fields

Prepared by:

Date Prepared:

(mm/dd/yy)

Application Group: ☐ SAP ☐ Lawson ☐ Data Warehouse ☐
Green Bay
(check all that apply)
☐ unknown

Priority: *(A=critical; B=important; C=needs attention)*

Business Area:

(Commercial, Retail, Supply Chain, Corporate, Dixie Foodservice, Comm. Papers, Manufacturing - Dixie, Manufacturing - T&T, Information Tech., Canada)

Process/Function:

(Accounts Payable, Accounts Receivable, Risk Mngmt., Logistics/Dist., Sales, Marketing, Finance, Purchasing, Order Mngmt., Pricing, Payroll, Legal, Environmental, EDI, Transportation, Gelco, Administrative)

Name of Project/Work Request:

To be completed by subject matter expert:

Type of Work Request:

(Process Improvement, Service Level, Competitive Response, Maintenance, Cost Reduction, Audit Requirement, Legal Requirement, Customer Requirement)

Target Date:

(mm/dd/yy)

(mm/dd/yy)

Mandatory Compliance Date:

(if required)

2. Background: *Summarize need for request:*
