

3. Description/ Recommendation: *Describe the work that needs to be done:*

4. Application Specific Information: ☐ SAP ☐ Data Warehouse
☐ None

Details: (only for SAP & Data Warehouse at the current time)

5. Scope: *ie., locations affected, # of users, business systems affected*

6. Benefits: *What will be gained by the business? i.e. efficiency, cost savings:*

7. Alternatives: *Are you aware of alternatives that are available in addition to this request?*

8. Risks/Constraints: *Business impact if work is not completed / time, funding, dependencies*

Process Owner Approval:

Date Approved:

(mm/dd/yy)

X

Final Approvals:

Business Approval: X

Date Approved:

(mm/dd/yy)