

# Data Engineering Intake Form

Use this form to request a new Data Engineering (DE) project. The DE team will review your request and discuss timing/prioritization at the next BI/DE Stakeholders meeting (held bi-weekly).

\* Required

\* This form will record your name, please fill your name.

⋮

1

Project Name \*

2

Description of Reporting Need \*

A high level overview of the need this project is fulfilling (1-2 sentences)

3

Department \*

- ☐ Finance
- ☐ Client Services
- ☐ Compliance
- ☐ Product Delivery
- ☐ Product
- ☐ Marketing
- ☐ Other

4

**Primary Contact \***

The name of the GovDocs employee name who should be contacted for questions and to further evaluate the project/requirements

5

**Due Date (if known or applicable)**

6

## Business Value \*

Business Value (Stakeholder Scores)	Monetary Value	Time Sensitivity	Operational Efficiency
	Estimated annual revenue impact from developing or supporting sellable products and services, either directly or indirectly.	Degree to which the project is time-bound, impacts other deliverables, or faces external deadlines.	Estimated annual time savings resulting from project implementation.

	Very Low / N/A (1)	Low (2)	Medium (3)	High (4)	Very High (5)
Monetary Value	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time Sensitivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operational Efficiency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compliance/Regulatory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7

Expected Deliverable \*

- ☐ PowerBI Report
- ☐ Excel Spreadsheet
- ☐ I'm not sure
- ☐ Other

8

Data Delivery / Refresh Frequency \*

Specify how often you need the data delivered or refreshed for this project.

9

**Audience / Recipient List & Delivery Method \***

Specify who the audience/team/recipient list is for this project and the required delivery method

10

**Additional Detailed Requirements & Notes (Optional)**

Any additional information about the project and the specific request, including required columns, data types or any other detailed requirements and notes on the expected format of the deliverable

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