

## As a requester

User Story	Screen	Priority
I want to see an outline of the approval process (timeline, expected budget, etc.) for different types of CED so I know what is required of me before I begin.	Landing page	High
I want to view my current status within the process so I can reach out to the approver if I need to explain or clarify anything and get a sense of the timeline.	Landing page	High
I want to be able to communicate urgency so that I can get my request processed in time.	Form	High
I want to know how detailed my short-answer responses should be so I can get approved.	Form	High
I want to be able to access the portal whenever I need to so I don't have to waste time searching for it.	N/A	High
I want to be notified when my request is rejected or approved so that I know what step of the process I'm in.	N/A (over email)	High
I want to read feedback about why or why not my request was approved so I can set my expectations for the future or edit my request.	Landing page & over email	Medium
I want to view a dashboard of information about my previous trainings and how much I've spent to date so I know how much I can spend in the future.	Dashboard	Medium
I want to use a budget wizard when filling out the form so I don't have to estimate my own expenses.	Form	Medium
I want requests under \$X to be auto-approved up to a threshold set at the beginning of each fiscal year so that I can purchase small items quickly.	Form	Medium
I want to be able to edit/update my request without restarting the entire process.	Landing page/form	Low
I want to read reviews for programs so I know what programs are appropriate for my competency and level and valuable for my learning.	Explore page	Low
I want certain obvious information (e.g. my name and position) to be pre-populated so I don't have to waste time filling out a long form.	Form	Low

## As an approver

User Story	Screen	Priority
I want to see feedback other approvers have left so I can make an informed decision and follow up with them if necessary.	Request details	High
I want to know what an acceptable price is so I can make faster decisions.	Request details	High
I want to receive a notification when I receive a new request so I can respond to it quickly.	N/A (over email)	High
I want to see a list of all the requests waiting for me so I get a sense of the big picture.	Landing page	High
I want to see each request's urgency level and how long they've been waiting so I can prioritize approvals.	Landing page	Medium
I want to be able to compare multiple requests so I can make informed decisions.	Comparison page	Low

## As an administrator

User Story	Screen	Priority
I want to view a breakdown of per capita spending (based on offerings, competencies, per person, etc.) so that I can gain insight into the budget quickly.	Dashboard – high level	High
I want to be able to import post-event CED expense data so that I have an accurate picture of how much a person spent.	Dashboard - individual	High
I want to know how much money would be left in the budget if a request was approved so that I can make conscientious decisions.	Request details	High
I want to see which conferences were the highest attended and highest value so that I can set up studio wide or competency trainings on those topics.	Dashboard – high level	Medium