

# Programming Request

<b>WORK REQUEST TITLE:</b>	
<b>System:</b>	
<b>Requestor &amp; Department:</b>	
<b>Programmer:</b>	
<b>Today's Date:</b>	
<b>End User Contact and Phone Number:</b>	
<b>Priority/Needed By: (High, Med, Low)</b>	
<b>Date Possible:</b>	
<b>Request Type: (Modification, New)</b>	
<b>Estimated # of Students Affected</b>	
<b>Estimated # of Staff/Faculty Affected</b>	
<b>If you are not already, will you be capturing tutoring hours? YES / NO (If Yes, you will be asked to consult with the Instructional AVP.)</b>	

## 1.0 Functional Specifications

### 1.1 Work Request Summary

Briefly state need and who will be affected:

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### 1.2 Sample Forms/Reporting

Please attach any sample forms or reporting that you use/produce, then list the names of these forms:

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### 1.3 Detailed Business Requirements

Briefly describe your current procedure or need:

### 1.4 Information you wish to store:

List information you need to collect & keep:

### 1.5 Security Access Group

List the people who will need access to this program and what type of access (Read or Write)
Does this programming request involve including high risk data such as social security numbers, driver's license numbers, California ID numbers, bank/credit card numbers, addresses? If yes, please state below the justification; approval or rejection of the request to include high risk data will be made by the information security officer.

### Time, Resource Estimate and Signatures:

Phase I Request and Review:	Signature	Date
Requesting Party		
IT Systems Supervisor		
Programmer		
Estimated time to write program:		
Planning, Research and Technology Area Dean		

**\*Phase II: Response from PRT will follow consultation Scheduled:** \_\_\_\_\_.