# project request form

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## OVERVIEW

This form can be used to submit a request for a new feature or a modification to an existing feature. Feature/project requests will be evaluated once they are filled out completely. All fields are required. Put N/A if the question does not apply. The more information you can provide, the quicker the request can work through the approval process. Please be as specific as you can. Screenshots are highly encouraged. You can embed other documents in this document or just send them with the request. Projects will be evaluated based on priority, feasibility, and resources. Those that are approved will be given a start date and an expected end date.

Once this form is complete email it to [support@concepts2code.freshdesk.com](mailto:support@concepts2code.freshdesk.com)

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| General Information | |
| Person requesting feature |  |
| Date of request |  |
| Type of request (new feature, change, bug, etc.) |  |
| People that this feature will affect (specific users, roles or other) |  |
| What site/page is the feature on, or would you like it added to (please provide full URL, screen shot or N/A) |  |
| Is this an error with the current functionality or a request for something new? |  |
| Overview of change | |
| Provide a one or two sentence quick description of the change. |  |
| For changes: Describe how the product functions now. |  |
| For changes and new features: Describe how you would like the product to work (with your new change). If you would like new fields, buttons, or text boxes added. Please describe what screens they would go on and what they would produce. Provide any logic that would be needed to implement the change. |  |
| Priority This section will help a team decide the priority of the request. | |
| Reason for request (why is this feature needed. What benefit does it provide) |  |
| For new features, how often would this feature be used if implemented |  |
| Will this feature eliminate the need for another feature (in the same or different software project) |  |
| Will this feature save time for your job or someone else’s job? Please quantify the savings. |  |
| Will this feature enable something that is not possible now? |  |
| Is this feature request a direct client request? If so, please provide the client name and the exact wording of their request. |  |
| **Report Specific** Fill out this section when requesting a new report or a change to an existing report. | |
| Name of Report |  |
| Fields needed in the report |  |
| Search filters needed to run the report (ex: date, client, etc.) |  |
| Is this a summary report or a details report? |  |
| How do you currently get this data? |  |
| How often do you run this report? |  |
| **Verification** | |
| Person responsible for verifying the change is working as requested upon completion |  |
| Date Verified |  |
| Bugs/Errors Fill out this section if you are reporting a bug/error | |
| If there is an error message. Please provide the FULL error below. Or provide a full screen shot showing the entire screen and not just the Error message. |  |
| If there is no error message, but you believe something is not functioning correctly, provide details as to what is happening and what you expect to happen. Please provide examples. |  |
| Provide steps for an untrained user to follow to reproduce the bug/error/result that you have found. |  |