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| ***USER FUNCTIONAL REQUIREMENTS*** |  |

# ***Project Name:***

***Requested By:***

***Requesting Department:***

***Department Liaison:***

***Contact #:***

***Contact eMail:***

***ITS-Point of contact:***

***ITS-Point of Contact #:***

***ITS-Point of Contact eMail:***

***Initiated Date (mm/yyyy):***

***Target Completion Date (mm/yyyy):****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

### ***Functional Requirement:***

1. ***Describe Current Process****: This is ITS’ understanding of the functional user process. Includes an overview of the current business process (“as is”), including the use of technology. This description should include who supplies input into the process; how the functional area uses the information (adds new records, makes changes, closes/deletes, etc.); who the end customer of this information is and how they use the information. Reports, letters and other documentation should be provided, as well as a business process map, standard operating procedures, and screen shots. Interfaces with other applications should also be included. Issues and risks should be identified, as the purpose of the future process is to resolve these issues and mitigate the risks.*

***Issues & Risks:*** *Examples include: Data integrity, inadequate separation of duties, inadequate data security (user all share password), unsupported software, etc.*

1. ***Current Application:*** *Describe current application and functionality.*
2. ***Commercial Applications:*** *List any applications that may be commercially available for review.*
3. ***Describe Vision of the Future Process:*** *Provide “to be” process maps to show how the process would change with the proposed solution. Modified reports, letters and other documents should be provided. Wish list items, such as ability to logon remotely, ability to use a mobile device, etc. should be included. Be sure to show how Issues & Risk are resolved and mitigated with the future process. This section needs to be very detailed if the solution is internal development, so that the Technical Team understands exactly what the user wants.*
4. ***User Responsibilities:*** *Document tasks that are dependent upon the functional area for completion.*

*Areas to consider: Process Maps for the current process, written procedures for the current process, data cleanup to aid in data conversion, website name, data dictionary – fields and definitions to be captured on screens and in reports – should include possible values for drop down menus, user community will be advised on software updates required to support application (internet Explorer, Firefox, Chrome, etc.) and Vendor Responsibilities*

1. ***Users involved in development of this project:***

*Compliance Requirement:*

***☐ Security:***

***Describe the sensitivity and criticality of the data. Describe the data access controls that should be implemented to protect the data. Describe the records retention requirements. Please use the Security Evaluation Checklist attached to describe the security environment around this project. After completing please check the appropriate boxes below to indicate the types, criticality and sensitivity of you projects data (if any).***

***☐ FERPA Data ☐ HIPAA Data ☐ Regulatory Requirements***

***Data Sensitivity: ☐ Highly Sensitive ☐ Medium ☐ Low Sensitivity***

***Criticality: ☐ Highly Critical to the University ☐ Moderately Critical ☐ Low Criticality***

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*Sign Off:**The representatives below agree that the above represents the requested work to be performed for this revision of the project. We understand that while clarification on existing issues may be required, additional work outside the scope of this document will be placed on backlog to be reviewed for a later revision.*

**Requesting Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Executive Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Analyst: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**