

Title: **Report Request**

Date:

Requestor Name:	Request Date:	Requested Completion Date:
Report Name:	Add this report to Automated Schedule: <input type="checkbox"/> Yes (Frequency: Daily, Weekly, etc.) _____ <input type="checkbox"/> No	
Distribution List for this report: _____ _____ _____ _____	User Defined Priority: <input type="checkbox"/> Critical <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Description:		
Business Need/Justification:		
Requirements/Specifications: <ul style="list-style-type: none">• Data/Measures needed (page views, minutes, unique users, impressions, hits, etc.)• Timeframe, Frequency (Daily, Weekly, Monthly, One Time)• Report layout (Sort Order, Grouping, Totals)• Delivery format (Excel file format, other)• Delivery mechanism (e-mail, file server/LAN, hard copy)		