**Lifetime Engagement – UITS**

**Enhancement Request Template**

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| --- | --- | --- | --- |
| **RequirementName** |  | **Priority** | Choose an item. |

**Document Change Control Log**

|  |  |  |
| --- | --- | --- |
| **Date** | **Author** | **Change Reference** |
|  |  | Initial creation of request document |
|  |  |  |

**User Access**

Specify all user roles that need access to this functionality and what they should be able to do.

|  |  |
| --- | --- |
| **User Role/Profile/Etc** | **Create/Edit/View/Delete** |
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|  |  |

**Description**

Provide a detailed description of the required functionality to include the business objectives it looks to achieve, how it will be applied/utilized, and all other pertinent information.

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| --- |
| **Summary Description** |
|  |

**Requirements**

Specify all functional requirements.

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| **Requirements Description** |
| <Example: System will provide user ability to create, edit, and save new email from pre-existing email template.> |
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**Acceptance Criteria**

Identify all criteria that must be satisfied for this to be a usable feature/enhancement

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| --- | --- | --- |
| **Pass/Fail** | **Priority** | **Criteria Description** |
|  |  | <Example: Submission of web inquiry form creates new student record and populates data appropriately.> |
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