**Dashboard or Report Development Request Form**

**Instructions:** Complete this form with as much detail and accuracy possible to optimally fulfill your intended reporting needs. Forms will be reviewed and discussed to create a plan of action agreed upon by the requester and the reviewer.

**Requester Contact Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_

UDDS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Suggested Dashboard or Report Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desired Dashboard or Report Delivery Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Level of Importance (Low, Medium, High, Critical): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a new report or a modification? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If modification, which dashboard or report? If new, is there a similar report? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How is existing/similar report or dashboard currently accessed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Audience and Estimated**  **Number of Users Each** | **How often will the dashboard or report be accessed?** | **How often will the dashboard or report need to be refreshed?** |
| **Audience Est. # Users**  UW-Madison  My Division  My Department  My Subdepartment  Manifest Group(s)  Specific Users | Daily  Weekly  Monthly  Year End  Other (specify) | Daily  Weekly  Monthly  Year End  Other (specify) |

**Describe the Purpose of the Dashboard or Report.**

What questions will the dashboard or report answer? What will the information be used for? Please be specific.

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**In what scenarios will this dashboard or report be used?**

Ex: “Need a report of all graduates in academic year 2013 w/GPA 3.4 or higher”

Ex: “Need a dashboard of all the undergraduates in a given plan and what advisors are assigned to each.”

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**What conditions or criteria should the dashboard or report take into consideration?**

Ex: “Limit to a particular Division or Academic Year”

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**Please provide any additional comments such as what tool to use to develop the solution, mode of output or anything you think may be useful in fulfilling this request.**

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| **Fields to Display on Dashboard or Report** | | | |
| **Field Name**  (Ex: Academic Year, UDDS Code & Description) | **Calculations,**  **if applicable** (Ex: Ave, Sum, % of Total) | **Use as Filter?** (Yes/ No) | **Provide a Description of the Field** (Ex: Trailing 5 Academic Years, 4-digit UDDS Code) |
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**Report or Dashboard Layout**

*Draw or describe a mock-up of the desired dashboard or report layout. If you have multiple mock-ups, please attach them.*

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| **Report or Dashboard Layout** *Draw or describe a mock-up of the desired dashboard or report layout. If you have multiple mock-ups, please attach them.* |  |