

# SUNY Geneseo CIT Information Systems

## REQUEST FOR SOFTWARE DEVELOPMENT

Requested by: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Department: \_\_\_\_\_ Account #: \_\_\_\_\_ Phone: \_\_\_\_\_

System: BANNER: \_\_A/R \_\_Alumni \_\_FinAid \_\_General \_\_Student  
\_\_HRMS \_\_Other (specify system: \_\_\_\_\_)

Type of request:

\_\_ New process (name to be supplied by CIT): \_\_\_\_\_

\_\_ Process modification (specify process name): \_\_\_\_\_

\_\_ Correction of error (specify process name): \_\_\_\_\_

\_\_ Other (please specify): \_\_\_\_\_

Brief description:

*(please attach additional pages, documentation, sample output, file layouts etc where needed)*

Justification:

*(please be specific, show cost/benefit, provide volume of transactions, number of students/records affected, explain how this is currently done, give run frequency, provide dependencies on other processes, etc.)*

Date desired: \_\_/\_\_/\_\_ Priority with respect to other requests submitted by your area: \_\_

**→ Please return form to CIT, South 122D**

***(to be completed by Information Systems)***

Preliminary analysis by: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

Comments:

Check where applicable:

App1:

\_\_\_ For forms, follow \$DOC/is\_modifying\_forms.doc

\_\_\_ Program stored in RCS

\_\_\_ Program copied to \$PROGRAM

\_\_\_ \$DOC completed

\_\_\_ SQR generated: (rwx rwx ---)

SGENAB:

\_\_\_ For forms, follow \$doc:is\_modifying\_forms.doc

\_\_\_ For baseline objects, follow \$doc:is\_modifying\_banner\_objects.doc

\_\_\_ Program stored in CMS

\_\_\_ Program copied to \$program

\_\_\_ SQT generated: (W:R)

\_\_\_ \$doc completed

\_\_\_ \$doc:modified\_banner.doc updated in CMS

\_\_\_ Object copied to production directories

\_\_\_ If local mod to Banner object, object name is present in [cis.geneseo]

\_\_\_ GJAZJOB & job sub parameters

\_\_\_ New object added to Banner security and roles for appropriate users.

\_\_\_ ACL create for users (rarely): \_\_\_\_\_

\_\_\_ Email to Information Processing (SUBJ: Param chg *or* No Param Chg)

\_\_\_ Validation table/rule update

\_\_\_ User procedures written/updated

\_\_\_ Other: \_\_\_\_\_

Sign off (*initials and date*):

\_\_\_\_\_ : \_\_/\_\_/\_\_ Programmer analyst      \_\_\_\_\_ : \_\_/\_\_/\_\_ Requester

\_\_\_\_\_ : \_\_/\_\_/\_\_ Info Processing Mgr      \_\_\_\_\_ : \_\_/\_\_/\_\_ Info Sys Mgr