**Basic Report Information**

|  |  |
| --- | --- |
| Report Name |  |
| Report Purpose |  |
| Relation to Existing/Other Reports, if applicable |  |
| Word or Excel output? |  |
| Deadlines/Milestones |  |

**Report Scope**

|  |  |
| --- | --- |
| What is the audience for the report? |  |
| Over what date range will you run the report? |  |
| Over which units/colleges will you run the report? |  |
| How often do you anticipate running the report? |  |

**Database Changes Needed**

|  |  |
| --- | --- |
| Does your Activity Insight database already capture the data points needed for this report? If not, please list any necessary screen revisions here. |  |

**Existing Template**

|  |  |
| --- | --- |
| For the mockup/template you’ve provided as part of this request, how flexible are you with the design/formatting? |  |

**Let us know if you have any concerns with the following standard approaches.**

|  |  |
| --- | --- |
| Iterative report building |  |
| Using standard citations |  |
| Suppressing section headers if no data meet the criteria for that section |  |