



# Report Specification

*This document represents the final criteria for constructing a report. All requirements for the report must be accurately and concisely described below in order for the Enterprise Reporting Team to begin constructing the report. Any missing information will result in an incomplete design and may cause considerable delays in development.*

*Once your request is received and approved, we will provide an estimated timeframe for completion of your report. Of course, we cannot foresee emergencies that may delay routine development, and we reserve the right to adjust the dates as necessary.*

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Please contact aimINSIGHT Consulting and Support Team at their email address: [intouch@aiminsight.com](mailto:intouch@aiminsight.com) if you have any questions or concerns about using this form.

Date of Request:	
Report Requestor:	
Phone Number (s):	
Email Address:	
Desired Report Title:	
Report Description:	
Who is this report for?	
UF Business Case for this report. Why is the report needed, and how does it serve the needs of the University?	
Type of output requested (PDF, XLS, HTML):	
Expected Frequency (daily, weekly, monthly, etc.):	
List the input prompts for the report:	

How will the report be grouped?	
At what levels should the report be totaled or summarized?	
How should the data be sorted?	
Who will test and approve the report in Beta and Production prior to final publication? (include name and contact information)	
Where do you expect to see the report once it's published? (path)	
Other Comments (if any):	

➔ Be sure to attach a sample report showing the data fields needed.

*Once we have received your Report Specification we will review it and notify you of the expected completion date. We may need to meet with you to discuss the details of your request.*

*The completed Report Specification document remains the confidential property of the aimINSIGHT Consulting and is for the sole use of the aimINSIGHT Consulting.*