

**Procedure: Departmental Report Requests/Changes**

**Responsible Person: Subir Purkayastha**

Step	Description	Responsible Person/Area
1	Requestor will complete report request form and submit to Supervisor for review. Request to include: <ul style="list-style-type: none"> <li>Requestor</li> <li>Type of Report</li> <li>Requested Completion Date</li> <li>Purpose</li> <li>Detailed Description/Specifications</li> </ul>	Requestor
2	Once approved, Supervisor will forward the request to the area's Vice President for review and approval.	Supervisor
3	Once approved, area's Vice President will return form to requestor for submission to the involved Process Team Lead.	Area's Vice President
4	If needed, the Process Team Lead will forward request to Administrative Programming for evaluation, assignment and estimated time of completion.	Administrative Programming
5	Administrative Programming will determine: <ul style="list-style-type: none"> <li>Estimated Completion Date</li> <li>Programmer Assigned</li> </ul>	Administrative Programming
6	If current workload dictates, request will be forwarded to Prioritization subcommittee of the Data Standards and Quality Assurance Committee for prioritization and requestor and Process Team lead will be notified.	Prioritization Subcommittee of the Data Standards and Quality Assurance Committee
7	Once prioritized, it will be returned to Administrative Programming to be placed in the queue and the priority updated on the Reporting web site. The requestor will be notified of the estimated completion date.	Administrative Programming
8	As the status changes, the Reporting web site will be updated.	Administrative Programming
9	Once the request has been completed, the requestor will be notified and the request will be removed from the Reporting web site.	Administrative Programming