**Systems Development - Design Specification Form**

Please complete this form with as much details as possible.   
Failing to complete this form will delay any development.

|  |  |
| --- | --- |
| **Person Responsible** *(Give the name of the person who will be responsible for testing and confirming content of the report)* |  |
| **Who is the intended audience?** *Give details of who will need access to the report* |  |
| **What system(s) is the data for this report coming from?**  *(Give detail of which system(s) the data for this report is coming from)* |  |
| **What is the purpose of this report?**  *(Please give a detailed description of the purpose of the report, this will help identify if a report already exists)* |  |
| **What does the report need to show?**  *(please give detailed information of what this report needs to show)* |  |
| **Priority**  *(please give a date when this is required for)* |  |

Once you have completed this form please log a job with IT Service Desk attaching this form to the job. A member of the team will then get in touch.

<https://servicedesk.kirkleescollege.ac.uk>

|  |  |  |  |
| --- | --- | --- | --- |
| Internal Use Only |  |  |  |
| Job Number: |  | Assigned to: |  |