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| **Development request form** | |
| **Please note** that this document provides information for PG Development’s Department for analysis. Filling it does not guarantee that requested feature will be accepted. Please note that the development process (analysis, scope clarification, development, QA, deployment) may take several weeks. | |
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| **The requestor, i.e. client** | |
| Requestor data | E-mail address to responsible person (or person who filled that form) |
| **Rank + reasons** | **Is it a legal requirement?** |
| Rank your requirement with the following scale and describe reasons.:  M: Must have - Mandatory, why?  S: Should have - High priority, why?  C: Could have - Preferred but not necessary, why? | Yes + mandatory description / No |
| **Which part of the business will be affected?** | |
| Eg: whole business, one club, narrow group of customers, clubs reception, most of the customers etc. | |
| **Description of development scope** | |
| Determine the scope of the change - this should outline clearly and thoroughly the change item and how it should work for the project team to analyze.   Supporting documentation if 3rd party integration is requested | |
| **Business Justification** | |
| Why do you want it? / Why do we need to do it? | |

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| **User story / user case / acceptance criteria / detailed happy path** |
| Re-phrase description of the development scope using one of the proposed techniques.  **Filling this field will shorten the processing time of the request.**      Example of the User Story technique: As a **[PERSONA]**, I want **[NEED]**, so I will get **[RESULT**]  e.g.: As a **receptionist**, I want to **have a** **card reader system** to **identify members faster.** |
| **Proposed due date / priority (optional)** |
| Expected due date for which request needs to be completed and due date reason e.g.:   * club opening DD.MM.YYY * marketing campaign begins at DD.MM.YYY * new law regulation takes effect on DD.MM.YYY   This doesn’t mean the change will be completed by this date. It’s simply meant to provide more details for the Perfect Gym Product Team to analyse when defining options can be done. |
| **Effect of no change** |
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