**MyReports** encourages continuous improvement and welcomes new report and enhancement ideas from the entire campus community. If you have an idea or suggestion to improve **MyReports**:

* Complete the form below

|  |  |  |
| --- | --- | --- |
| **Enhancement Type:** | [ ]  Enhancement to existing report | [ ]  New report |
| **Report Name:** |  |
| **Problem Statement:** Provide a brief description of the problem or issue leading to the requested change. |  |
| **Proposed Solution:**Provide a summary of the business requirements and the recommended solution. ***Required:*** *Include report mockup or screenshot with sample of proposed enhancement.* |  |
| **Impact:**Provide the projected impact of implementing the requested change |  |
| **Requestor Information:** | **Name:** |  | **Email:** |  |
| **Department/ Control Point:** |  | **Date submitted:** |  |
| **Advisory Group Member Name:**  |  |
| **For Advisory Group Use Only --** Prioritize this request relative to other requests submitted by your Control Point users: |
| [ ]  **5Needed** | [ ]  **4****Recommended** | [ ]  **3****Nice to Have** | [ ]  **2****Consider in Future** | [ ]  **1****Not Needed** |

* Email the completed form to one of your Control Point’s **MyReports** [Advisory Group members](https://controller.ucsf.edu/services/strategic-initiatives/myreports/advisory-group-members). The Advisory Group meets on a regular basis to evaluate and prioritize new report development and enhancement ideas.