Enhancement Request Process

Enhancement Request Process

*includes Configuration Requests and Task Requests

Application Improvement or New Functionality - an improvement or new functionality are requests that are not result of incorrect coding, or environment issues, rather it is a request to change behavior of a feature or create new functionality. An improvement adds to current functionality, a new feature is entirely new, ie I Want Doc was a new feature at its' inception. Change to it are now considered improvements.

- Summary: Succinct description of the requested functionality - Should describe the request”, EXAMPLEs: Need ability to track Chapter 4 Status Code information on Vendors e-docs, Need a new process created to eliminate redundancy in the xxx process,
  - Priority - Enter a preliminary priority, this may be updated in the change management process
  - Component - Add the Module as a component and any other related components from the drop down list
  - Affects Version - Leave Blank
  - Fix Version Leave Blank - This will be updated in the change management process
  - Kuali Foundation JIRA # - If applicable, Conduct a search for related foundation JIRA’s, enter the number if found
  - Assignee - Set to Cathy Salino?
  - Environment - Enter the environment you found the problem in
  - Description - Expand on summary showing the information below or attach a completed Bug Reporting Document, template will be attached to Change Management Confluence Page

- Click Create
- Attach a Requirements Specification document – ALL improvements or enhancement requests will require a requirement specification document. Process changes may be outlined in a workflow diagram
- Attach a Scope and Sizing Scoring document – All improvements or enhancement request will require a Scoring document
- Note about attachments: screen shots are very helpful especially those comparing a source that works correctly and a source that does
not.

The Requirements Specification document template can be found on the change management confluence page.