**Purpose**: This Business Request is an idea or something new for consideration of becoming a project. This is how to begin discussion and determine with managers if an Investigation Team should be identified, or if this is an idea that should be archived. These questions and answers form the starting point for a business case*.*

 **Submitter:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Email: |  |
| Title: |   | Phone: |   |

**Idea Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**: Answer the questions as completely as possible.

1. **What is your idea?**

*(Provide details about the idea, such as background information, alternatives and/or desired results if the idea is implemented.*

1. **What caused you to initiate this request?**

*(Check one or more that apply.)*

[ ]  Legal/Compliance

[ ]  Mandated by Chancellor or Provost

[ ]  Support Strategic Plan Line Item

[ ]  Solve existing problem

[ ]  New opportunity for the University

[ ]  Other

1. **Which University and/or campus strategic goal(s) does this idea satisfy? (Optional)**

*(Check one or more that apply.)*

[ ]  Columbia (MU)

[ ]  Kansas City (UMKC)

[ ]  Rolla (Missouri S&T)

[ ]  St. Louis (UMSL)

[ ]  UM System

[ ]  Hospital (MUHC)

If the idea satisfies a strategic goal, describe.

1. **Who is impacted by this idea?**

*(Who would be affected because they are needed to work on the idea and who will be affected by the outcome of this idea? Are there any alternative view points on this idea?)*

1. **What is the impact if no action is taken on this idea?**
2. **Initial Recommendation and Manager Sign Off:**

*(This initial recommendation is used to either assign an investigation team to make a more extensive evaluation of the request or send the request to the SPMO for archival.)*

|  |  |
| --- | --- |
| Initial Recommendation: |  |
| Manager Name: |   |
| Manager Title: |   |
| Manage Signature: |   |
| Date: |   |

**For office use only: UM Business Request ID Number(s)**:

 *(Submitter does not enter a value here. An ID number will be assigned later in the process.)*