

**\*\*Enhancement Request Template\*\***

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**\*\*Title:\*\*** [Brief title summarizing the enhancement]

**\*\*Submitted By:\*\*** [Your Name]

**\*\*Date:\*\*** [Date of submission]

**\*\*Description:\*\***

Provide a detailed description of the enhancement, including the current functionality and the proposed changes.

**\*\*Business Justification:\*\***

Explain the reasons for the enhancement and how it will benefit users and/or the organization.

**\*\*Impact Analysis:\*\***

Identify any potential impacts on current workflows, systems, or users.

**\*\*Acceptance Criteria:\*\***

Specify the criteria that must be met for the enhancement to be considered complete.

**\*\*Priority Level:\*\*** [Low/Medium/High]

**\*\*Estimated Effort:\*\***

Provide an estimate of the development effort (e.g., hours, story points).

**\*\*Attachments:\*\***

Include any relevant documents, screenshots, or other files.

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**\*\*End of Template\*\***