

# PowerApp Development Request Form

To help us understand your needs for a new PowerApp, please complete this brief form. This initial information will guide our discussion and evaluation of your project. We'll follow up with you for more details if needed.

## Basic Information

1. **Requester Name:**
    - *Enter your full name*
  2. **Role:**
    - *Specify your role within the organisation*
  3. **Department/Team:**
    - *Enter the name of your department or team*
  4. **Directorate:**
    - *Enter the name of your directorate*
  5. **Email Address:**
    - *Enter your work email address*
  6. **Date of Request:**
    - *Enter the date*
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## Opportunity Overview

7. **Opportunity Description:**
  - *What is the opportunity to automate? Provide a brief description*
8. **Current Process Details:**
  - *Attach or describe in detail the current process, including a flowchart or process map if available. Be sure to include how information is stored at each step*
9. **Process Usage:**
  - *How many people currently use this process?*
10. **Beneficiaries:**

- *Who would benefit from this opportunity (e.g., specific departments, staff, etc.)? How many people would benefit?*

**11. Benefit Scale:**

- *Describe the scale of the benefit (e.g., time saved, financial impact, improved quality).*
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**Potential Solution**

**12. Conceptual Solution:**

- *Do you have an idea of what the solution might look like? Provide any initial thoughts or concepts.*

**13. Team Support:**

- *Who from your team would be available to support the design, development, and testing phases? List names and roles.*
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**Approval**

**14. Service Director Approval:**

- *Enter the name of the service director who has agreed to the proposal submission*