PennERA Enhancement Request Form

This form is used to submit users’ requests for software changes, enhancements, and data/report requests regarding the PennERA system. Form requires authorization from the PennERA System Administrator. Send completed form to:

PennERA System Administrator
Office of Research Services
3451 Walnut Street, Room P-221
Philadelphia, PA 19104-6205

Request Details (all fields below are required)

Module: __________________
Requested By: __________________

Date Requested: ________________
Requestor’s Organization: __________________

Date Desired: ________________
Requestor’s E-mail: __________________

Priority (high, med, low): ________________
Requestor’s Phone: __________________

Description of Enhancement: __________________

Projected Benefit of Enhancement: __________________

This Section For Internal Use Only

Part 1. PennERA System Administrator to complete

Date received: __________________
Action approved ______ Rejected ______ On hold ______
Date of action: __________________
Priority (relative to other requests): __________________
Comments: __________________

Part 2. ISC-AIT to complete

Date received: __________________
ISC-AIT estimated effort in person-weeks: __________________
Target date: __________________
Estimated cost to complete: __________________ Impact: __________________
Assigned to: __________________ Date assigned: __________________

Part 3. Vendor information (if necessary)

Date sent to vendor for estimate: __________________
Vendor estimated effort in person-weeks: __________________
Vendor estimated cost to complete: __________________
Vendor target date: __________________