MANAGEMENT INFORMATION COMPETENCY CENTRE

Data Requirement Sheet

MICC ID:

Process	
Next review date	
Story	
Why Required?	
Who Needs it?	
Who Owns it?	
Value Statement	
Targets / Benchmark	
Statutory Returns	
Importance or Priority Statement	
Resources	
Strategic Plan	
Latency / Frequency Statement	
Known Examples	
Any other definition	

MANAGEMENT INFORMATION COMPETENCY CENTRE

NOTES SHEET

MICC ID:

Process	This should summarise the actual process
Next review date	This would probably be the date of the next meeting – when the validity/priority of the requirements might be reviewed.
Story	What actually happens as part of the business process, in real life'
Why Required?	Explain how it helps us, and what would happen if we didn't have it.
Who Needs it?	The roles of the staff using the report
Who Owns it?	The person responsible for it – think who would have to sign it off if any changes were made
Value Statement	What is the value that this provides to the business – does it save time (whose?), money (which costs?), improve student perception?
Targets / Benchmark	What is the source of benchmark data or targets – how will they be identified and recorded?
Statutory Returns	Note here if this output feeds into any statutory returns
Importance or Priority Statement	Note relative importance, impact and priority.
Resources	Where and when will this happen in the project
Strategic Plan	How does this fit with the Strategic Plan?
Latency / Frequency Statement	How often do we need it and how much lag can/should there be on the data?
Known Examples	List any outputs that are relevant (may be reports, spreadsheets or other). May be external as well as internal.
Any other definition	General notes area of anything else that seems relevant.