

Intake Request Form Template

Name:

Email:

Request Date:

Team/Business Unit

What is the gap you're seeing, or the support you'd like to receive?

What, if anything, have you already tried to address this?

What is the estimated business impact of addressing this?

How will success be measured? What is the projected outcome?

How would you help us reinforce this after it's rolled out?

How urgent is this request?

Questions?

This template is a great starting point for developing your Intake Request process. However, we know that questions don't stop here. Please use our team as a resource and send questions to: enablement@seismic.com for additional support.