

**ITS Product Review**

**[Name]**

**[Date]**

|  |  |
| --- | --- |
| **Group** | [Division][Dept] |
| **Sponsor/Lead** | [Sponsor & Lead] |
| **Business Need**  | [Document need]  |
| **Use Case** | [List] |
| **Requirements**  | [List] |
| **Timeline** | New tool is expected to be configured and implemented by [Date] |
| **Concerns** | [List]  |
| **Recommendation**  | [Explain who, what, where, why]  |
| **Notes** | [Additional information]  |
| **Next Steps** | [List]  |