

1. Report Request must be in writing
2. How often will this report be used and by whom. Is the person authorized to have this information. When do you need it.
3. How will the information be used – leads into how do you want the data presented.
4. The fields to be on the report or extracted
5. How is the data to be selected – criteria
6. How should the data be sorted and grouped
7. What will the final output format be