Requirements Gathering

This document is used to collect full detailed requirements for onsite work requests. Please provide as much information as possible. This information will be used to produce a specification and a costed proposal. Any additional work required that is not detailed on this form will be classed as out of scope and may be chargeable.

Reseller company name		Reseller Reference	
Customer Name		Customer site address	
Customer contact name		Customer phone number	
Date required onsite		Number of days required (if known)	
Overview of works			
System Model to be installed? (UCP or emg80) Please note that LIK systems are no longer supported.		Number of Handsets/Users	
Handset Model(s)		Other peripherals/services	

Task	Description
1	
2	
3	
4	

Task	Description
5	
6	
7	
8	

Other relevant information	

Who manages network equipment onsite		If a 3rd party, will they be available to assist	

Assumptions	• If carrying out a system install, all cabling should be installed in advance of site visit. • Pragma cannot be held responsible for connectivity issues with 3rd party Service Providers. Where possible network connectivity tests should be performed in advance of visit.

Reseller	Name: _____ Email address_____ Job Title: _____ Date: _____

For office use only	Pragma Ref		Quote sent	