**Feature request Template**

*Gegevens aanvrager / information applicant*

|  |  |
| --- | --- |
| Gemeente / Municipality |  |
| Naam / Name |  |
| Telefoonnummer / Phone number |  |
| E-mailadres / e-mail address |  |

*Omschrijving / Summary*

Briefly describe the request

*Probleem beschrijving / Problem description*

Describe the problem a user has

*Oplossingsrichting / Solution direction*

*Gebruikers criteria / User criteria*

Describe the impact on the user / how will this feature make the user’s life better

*Consequentie nul-optie / Cost of not doing this request*

Describe the problems that would occur if this need was not addressed. To ensure consistency add categories that matter to your organization such as “increased support costs” or “risk of losing users”

*Acceptatie criteria / Acceptance criteria*

Specify the acceptance criteria that the feature must meet for acceptance into a production release

*Details feature / details of feature*

Provide details of requested feauture

*Urgentie / Priority*

Describe how urgent the requested feature is and why

