## MISMO_logo(R)Work Request Form

## WR Name: [insert title] WR#: [MISMO Office to add]

Upon form completion, please send to MISMO @ [workrequests@mismo.org](mailto:workrequests@mismo.org)

**To Be Completed by Requestor:**

*These fields must be completed in its entirety before submission.*

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| **Work Request Sponsor and Entity Name** | **Examples:**  *John Doe, ABC Bank*  *Jane Doe, ABC Community of Practice* | | | **MISMO Member** (circle one) | | Yes | | No |
| **Type of Request** (circle one) | New | Update | | **MISMO Segment** (circle all that apply) | | Residential | | |
| Deprecate | Obsolete | | Commercial | | |
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| **Estimated Level of Effort to Complete** (circle one)  # of weeks reflects the time it will take to perform the scope activities and create deliverables *(not the governance/approval process)* | | Small  (12 weeks) | Medium  (24 weeks) | | Large  (36 weeks) | | X-Large  (64 weeks) | |
| Enter brief reasoning for the selection above: | | | | | | |
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| **Work Group Recommendation** (circle one)  Is a new DWG required (Project) or is work request scope small enough / capacity exists for work to occur within an existing CoP (Fast Track)? | | Community of Practice (COP) | | | Development Work Group (DWG) | | | |
| Enter brief reasoning for the selection above: | | | | | | |
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| **Target Dates Work Products Needed By**  Add brief description on why target dates have been selected. Include reference to any specific regulation/industry mandate that is occurring. |  | | | | | | | |
| **Brief Description**  This should be the purpose of the work request and should include the ‘MISMO Solution’ if applicable at this time.  Provide vision/plan for what MISMO is seeking to address this work request. | **Example:**  *Create a standard dataset for the ABC Form so data can be easily and consistently transferred between parties along with Verifiable SMART Doc capability that creates a more trustworthy, verifiable process that provides assurance that loan documents and associated data are consistent, reliable, and unaltered.* | | | | | | | |
| **Business Value** | **Examples:**  *MISMO efforts will result in …*  *Benefits derived will include…*  *Providing a standard for the industry will…*  *Establishing set of best practices will…* | | | | | | | |
| **Scope of Work**  Describe actions that will be taken to achieve the “deliverables” and specify out of scope (if needed).  **Examples:**  *- Discovery session for …*  *- Research …*  *- Collaborate with …*  *- Analyze …*  *- Prepare …*  *- Create …*  *- Update …* | **In Scope** (add brief description or bullet; ensure thoughts are independent of each other)   * X * X * X   **Out of Scope**   * X * X * X | | | | | | | |
| **Deliverables Requested**  Specify the deliverables that WG energy will produce.  **Examples:**  *- iGuide*  *- Dataset*  *- Education Material and Method*  *- Adoption Roadmap, Adoption Plan*  *- Work Effort Roadmap (phased efforts)* | * X * X * X   *If using a ‘phased’ approach, complete Phase 1 for this work request and include an outline of future phases that will be proposed on separate work requests.* | | | | | | | |
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| **Initial Thoughts for Industry Adoption/Use**  What are the key considerations / drivers to consider when building out the adoption roadmap / plan? | **Example:**  *Outreach occurring is …*  *Outreach to occur includes…*  *Present at XYZ conference(s)*  *Promote series for blogs/industry tips through MISMO social media*  *Engage MBA Technology Leader support needed for…*  *Engage MISMO Leader support needed for …*  *Who is this critical for and is there a date certain?* | | | | | | | |
| **Who Benefits from the Request (Beneficiary)?**  The individuals/entities who will benefit from use of the product. Critical for adoption. | Specify groups impacted and include 1-3 target players who are interested in supporting the manufacturing process or early adopter  **Example:**  *Servicers, Servicer 1 name, Servicer 2 name*  *Due Diligence Provider, Provider 1 name*  *Investor, Agency 1 name, Agency 2 name* | | | | | | | |
| **Who May Implement the Request (Key Stakeholder)?**  The individuals/entities whose responsibility it will be to implement the product. Critical for adoption. | Specify groups impacted and include 1-3 target players who are interested in supporting the manufacturing process or early adopter  **Example:**  *Document Providers, Vendor 1 name, Vendor 2 name*  *Service Provider, Provider 1 name, Provider 2 name*  *LOS Provider, Vendor 1 name*  *Lender, Lender 1 name (builds in house)* | | | | | | | |

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| **Known Assumptions, Dependencies and Constraints** |  |
| **Considerations and Risks** |  |
| **What will happen if MISMO does not approve the work request?**  *missed opportunity, inability to influence X, hinders adoption for Y, bad thing will occur…* |  |

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| **Potential Areas of Impact and Included in Scope**  Subject to change as knowledge/information is increased through the process. | **Check any that apply** |
| **Business Glossary**  By checking this box, the COP/DWG acknowledges that it will be responsible for the submission of any terms that will be included in the Business Glossary. |  |
| **Business Process Model** (MISMO Life of Loan / Narrative)  By checking this box, the COP/DWG acknowledges that it will designate a Subject Matter Expert to collaborate with the Business Process Model Community of Practice to determine changes to MISMO Life of Loan, including updates to process, Narratives and/or definitions. |  |
| **Logical Data Model** (LDM)   * LDM Domain View(s) * LDM Platform Independent View * LDM Platform Specific View(s) |  |
| **XML Reference Model** (Schema or ELDD) |  |
| **API Toolkit** |  |
| **MISMO Engineering Guidelines** (MEGS) |  |
| **SMART Doc® Conversion** (for MISMO review, determine who will manage this setup) |  |

**To Be Completed by MISMO:**

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| **MISMO Important Notes for Requestor/Change Sponsor** |  | |
| **Work Type**  Will be determined based on the deliverables approved for this work request. | Work Product (IM/AWG process) | Administrative (No IM/AWG) |