## 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

**To Be Completed by Requestor:**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
|  |
| **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:  |
|  |
| **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:  |
|  |
| **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.* |
|  |
| **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)* |

|  |
| --- |
|  |
| **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…* |  |

|  |  |
| --- | --- |
| **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:**

|  |  |
| --- | --- |
| **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) |