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| --- |
| **🏁 🔐 🏁 FRONT MATTER 🏁 🔐 🏁**  **Goals:**   * Get to a shared vision for 18F’s overarching goals for the engagement. * Orient new team members to the problem space and partner. * Create a directory of important resources. * Clearly outline billing and staffing expectations.   **People who have worked on this:** Hannah Kane @hannahkane, Nikki Lee @nkkl  **Initial intended audience:** Some teams had a lot of staff turnover and needed to onboard new team members many times over.  **Status 12/14/18:** Needs to be edited and improved.  **How to use:** Make a copy and revise to make it useful to you. |

[tock name / billing code]

[Project name]

[partner] | [project type] | #[slack channel]

## Goals

### Elevator pitch

[A few sentences on what this project is, why it matters, etc.]

### Project goals

|  |  |  |
| --- | --- | --- |
| **Priority[[1]](#footnote-1)** | **Goal** | **We know we’ve succeeded when...** |
|  | Empower [partner] to design, build, and iterate upon [product]. |  |
|  |  |  |

### 

### Transformation strategy

* [Digital readiness assessment]
* [Proposed long-term staffing plan]
* [Skill-building and handing off]
* [Path to production]

## Partner details

### Key stakeholders

* [name], [role in partner org], [role in project]

### Project history

### Risks and considerations

## Project details

### Staffing

### [name], [role], [allocation]

### Roadmap

* [link to roadmap]
* [link to backlog in project management tool]

### Key links

* [project Drive folder]
* [GitHub]

### Tools, access, and workarounds

* [forms that need to be signed]

1. Priority 1 = mission critical, Priority 2 = important but not critical, Priority 3 = nice-to-have [↑](#footnote-ref-1)