**Project name**

|  |  |  |
| --- | --- | --- |
| **Priority Level** | **Team**  **Project owner:** @  **Team members:** Add the team members | **Status**  PENDING |

|  |  |
| --- | --- |
| **Define the problem** | |
| ****What is the problem?**** | Why should you solve this problem and what would happen if we didn't do anything? |
| ****What are the possible solutions?**** | Think through several options for how you might solve this problem and which one you think is the best approach. |
| ****What teams and systems will be impacted?**** | What teams will you need help from, and what other teams and systems will be impacted? |

|  |  |
| --- | --- |
| **Solution Details** | |
| ****Solution details**** | Summarize how you will solve the problem and what you will deliver |
| ****Validation**** | Summarize why you chose this solution, relevant data used to support your decision and any open questions |
| ****Visualize the solution**** | Work with your architects to draft how information flows between systems and seek design guidance to understand the user experience |
| ****Measuring success**** | Define the outcome you are driving for the business and how you will measure it |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Impacts** | | | |
| **Impact rating** | **System or team impacted** | **Contact** | **Description of impact** |
| HIGH / MEDIUM / LOW | List the system or team and the type of impact | @ mention key point of contact | Summarize what the impact or change is |
|  |  |  |  |

## **Ready to Go**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Milestones** | | | | | | |
| **Milestone summary** | | **Details** | | **Dependencies** | | **Ship date** |
|  | | List out specifics of what this milestone includes | | Is this dependent on any other milestones? | | Use /date to share an estimated availability date |
|  | |  | |  | |  |
| **Team** | | | | | | |
| **Role** | **Department** | | **Which milestones will they work on?** | | **Availability notes** | |
|  | What team are they from? | | Connect the people to the milestones you outlined above | | List candidates and any potential blockers to staffing this role | |
|  |  | |  | |  | |