<Insert Product name eg Australian Data Vocabulary>

Product Description Template

<https://portal.eduweb.vic.gov.au/ourorg/ori/itd/secure/itdstaff/pages/comms.aspx>

***NOTE: Please delete sections which are not appropriate/excessive based on the size/risk of the product being created***

|  |  |
| --- | --- |
| Release: | Draft |
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| Author: |  |
| Product creation owner: |  |
| Product ongoing owner: |  |
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Document Control

Revision History

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| --- | --- | --- |
| Revision Dates | Version Number | Summary of Changes |
| 8/30/16 | 0.1 | Creation of document |
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Approvals

This document requires the following approvals:

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# Terminology

Table 1.: Terminology

|  |  |
| --- | --- |
| Term | Definition |
| SIF | Systems Interoperability Framework |
| NSSC |  |

# Overview

## Purpose

The purpose of this document is to describe the product, including functionality and feature set, rationale behind the creation of the product, its intended usage, governance, and ongoing operational management (if required).

# Background

<Insert product background here, how has it come about, what problem/s does it intend to solve, is there anything else that is comparable.>

# Product Definition

## 3.1 Product objectives

<Insert a clear set of objectives for the product>

## 3.2 Method of approach for creation of product

<Insert details as to how the product will be created eg market sweep, reuse of existing code libraries, prototyping etc>

3.3 Product scope

3.3.1 Product scope inclusions

This product will deliver the following high level functions:

1. <insert functions here>

3.3.2 Product scope exclusions

<Insert details as to what the product will explicitly not include?>

3.4 Product deliverables

<Insert details as to what will the product actually tangibly deliver? Code? Documentation? Online content?>

3.5 Product constraints

* <Include constraints on the creation of the product including design, delivery and operation as required>

3.6 Product assumptions

* What are the assumptions that the product is being created based on?

# Related products

Are there any other products out in the market place or available from within jurisdictions that have some/all of the intended product features?

# Product organisation structure

5.1 Product creation - Specific roles (insert details of product owner, project exec., team makeup)

|  |  |  |
| --- | --- | --- |
| **Group / Role** | **Name** | **Responsibilities and accountabilities** |
|  |  |  |
|  |  |  |
|  |  |  |

5.2 Transitioning service roles

< detail who will be responsible for moving the product into an operational environment if appropriate>

|  |  |  |
| --- | --- | --- |
| **Group / Role** | **Name** | **Responsibilities and accountabilities** |
|  |  |  |
|  |  |  |
|  |  |  |

5.3 Product maintenance - Specific roles (insert details of ongoing product owner, project exec., team makeup)

|  |  |  |
| --- | --- | --- |
| **Group / Role** | **Name** | **Responsibilities and accountabilities** |
|  |  |  |
|  |  |  |
|  |  |  |

# Communication Plan

How will initial and ongoing product releases and updates be communicated?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Interested party** | **Information required** | **Information provider** | **Frequency of communication** | **Method of communication** | **Format** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Product Quality Plan

<what standards/quality criteria will be used to ensure satisfactory product quality?>

|  |  |  |
| --- | --- | --- |
| **Product** | **Acceptance criteria** | **Standards** |
|  |  |  |

# Product controls

## 8.1 Quality Log

<Add detail/delete as required>

## 8.2 Issues Log / Project change control

<Add detail/delete as required>

## 8.3 Risk Log

<Add detail/delete as required>

8.4 Status report (highlight report)

<Will any status reporting be produced? If so for whom/what format – refer comms plan>

# Product Plan

<insert high level milestones for product delivery>

## 9.1 Product Creation Plan

<detail milestones as to how the product will be created>

|  |  |  |
| --- | --- | --- |
| **Ref. #** | **Milestone** | **Planned Date** |
| **1** |  |  |

## 9.2 Ongoing Product Roadmap

<detail milestones as to how the product will grow/be maintained/updated, expected future feature set etc>

|  |  |  |
| --- | --- | --- |
| **Ref. #** | **Milestone** | **Planned Date** |
| **1** |  |  |

# Appendix A: Reference documents

<insert references/links to source documents or supporting material justifying or shaping the creation of the product>

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Document title** | **Version** | **Location** |
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