(Company Name)

(Project Name)

Start Date:

|  |  |
| --- | --- |
| **Epic** |  |
| **Project status** | (Requirements, Development, Testing, Complete, On Hold) |
| **Client** | Internal or External |
| **Project owner** |  |
| **Developers** |  |
| **Stakeholders** | Names/Functions |
| **Design complete** | (Date) |
| **Code complete** | (Date) |
| **Testing complete** | (Date) |
| **Release date** | (Date) |

## Background

*Provide context on this project and explain how it fits into your organization's strategic goals*

## Objectives

*List project goals and the metrics you'll use to judge its success*

|  |  |
| --- | --- |
| **Objective** | **Metric** |
| *e.g., Simplify the user experience* | *e.g., Customer satisfaction score increases* |
|  |  |

## Assumptions

*List any assumptions you have about your users, technical constraints, or business goals (e.g., Most users will access this feature from a tablet)*

## User Stories & Requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref#** | **Name** | **User Story** | **Functional Requirements** | **Notes** |
| 1 | *e.g., Must be mobile responsive* | *e.g., As a PM, I want to check on my team's progress from the train station so I can maximise productivity* |  |  |
| 2 |  |  |  |  |

## Open Questions

|  |  |  |
| --- | --- | --- |
| **Question** | **Answer** | **Date Answered** |
| *e.g., How might we make users more aware of this feature?* | *e.g., We'll announce the feature with a blog post and a Summit presentation* |  |

## Out of Scope

*List the features discussed which are out of scope or might be revisited in a later release.*

## Risks

*List any major risks associated with the project, and identify their likelihood and impact. If mitigation strategies are devised, list those too.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Impact** | **Mitigation** |
| *e.g., Customers will churn if they don’t understand how to use the product* | *Medium* | *High* | *Test UX before design sign-off*  *Include Tutorial elements in product* |

## 

## User Interaction and Design

*Add mockups, diagrams, or visual designs related to these requirements. Type /image to upload a file.*

## Tasks

*List the tasks and ensure that every task has a person assigned to the task and the due date of the task is noted. Break large tasks into smaller ones.*

## Results and Conclusions

1. *Revisit the Background and Objectives of the project and report on whether and to what extent the project achieved the objectives.*
2. *Draw conclusions and demonstrate insight.*
3. *Present options for next steps and*
4. *make a recommendation about which option to follow.*