A close up of a logo

Description generated with very high confidence

[Feature Id - Title]

functional specification

*These comments are meant to provide* ***general guidance*** *as you write your spec, and should be pruned from the final document for the sake of readability. Feel free to customize* ***your own copy*** *of this document,* ***add*** *more sections as needed, and* ***remove*** *the sections you don’t need throughout this template to make it fit your own needs.*

*The 1-pager lays the groundwork for the full spec, capturing key information, provides a basis for developing the scenarios, and guidance for iterative costing.  It takes the feature team through key steps including:*

* *Articulating the****problem*** *we’re trying to solve.*
* *Providing the* ***business justification****. Why are we doing what we’re doing?*
* *Defining****scenarios****that identify the desired solution to these problems without constraining the implementation*
* *Defining the* ***requirements*** *for the feature*

*This will also allow the feature to be costed and evaluated for a given quarter.  The 1-pager gives an overview of the feature.  This is written by PM, and is a guide for dev as they consider the cost of implementing the feature. The implementation in the One Page should****be brief****. The goal here is to provide a summary overview, and not dive into all the details just yet!*

* *Include an overview of the feature and core scenario, with high level requirements regarding what the feature will or will not do and how it will behave.*
* *Include assumptions, including those about the usage, technology, dependencies etc.*

*1-pagers are by definition very short documents that provide a high level view.  This can be used as a common reference for doing the first pass costing.  However, please note that it is expected that PM and Dev should partner to determine the requirements with enough detail so that engineering can come up with an initial costing estimate.*

*Components of the 1-pager:*

*1.       Executive Summary*

*2.       Goals & Non-Goals*

*3.     Scenarios*

*4.       Prioritized Functional Requirements*

*5.       Partners & Dependencies*

*IMPORTANT NOTES:*

*     1-pagers are meant to****evolve****into a spec.  They are****not****meant to be a second document that lives alongside a spec.*

*     Once the 1-pager exercise is complete, the sections identified above would ideally evolve and stay updated with the other sections of the specification.*

*     There may be cases where a set of 1-pagers need to be merged into a single functional spec.  Each team can make those calls and merge appropriately.*

# Executive Summary

*The Executive Summary provides a succinct overview of your area and will evolve with the 1-pager.  Typically this section will cover the****what****and the****why****, and steer away from the****how****, which usually depends on implementation decisions.*

*A solid executive summary should contain:*

1. ***The Elevator Pitch:****State a summary of the experience at a very high level.  If SatyaN stopped you in the hall and asked what you were doing, this is what you would tell him.*
2. ***A summary of who the customer is and why this work is vital to them:****In general, this will include a crisp statement of:*
3. ***A clear statement of the customer segment (Consumer, VSB, SMB, etc.) and target persona (IT Admin, end-user, internal partner, etc.).***
4. ***The problem statement****: State****what****problem the feature is trying to solve.  Be specific.  Who is affected?  Why is this problem important to them? Consider categorizing problems by end user type.*
5. ***The business justification:******Why****should we do this?  Business justification may include vision fit, customer data, market opportunity, competitive threat, or required infrastructure to enable other features/scenarios.*
6. ***The strategic alignment:*** *How does this* ***align*** *with the broader* ***strategy*** *we at Microsoft are pursuing in this feature’s area?*
7. ***Objectives and Key Results:*** *Which* ***OKR(s)*** *will be impacted by this feature and what is the expected business impact/contribution? Please note it’s okay for a feature to not be directly tied to an OKR, as long as its value is clearly articulated (for example, engineering excellence work falls in this category).*

Your executive summary here…

# Goals & Non-Goals

*The goals and non-goals should make it clear what’s important for this feature.  They should align with the Business Goals, and Customer Promises for the release.*

## Goals & Measures

*Your goals should be specific, prioritized, and objectively measureable. Goals should detail what the feature must, or must not accomplish.*

* Your goals here…

## Non-Goals

*Be explicit about what things should be considered beyond the scope of this feature/deliverable. Non-goals are things you are explicitly not doing or supporting. This does not mean that you're actively trying to prevent them from occurring -- it simply means that you're not actively working toward enabling them.*

*These can also be things that are out of scope. Provide a high level mitigation if the non-goal is something your customer might expect to see. If you are actively trying to****prevent****something, this should be listed in the****goals****.*

*This is not meant to be an exhaustive “cut” list—feature cuts are tracked as a part of feature tracking outside of this document.*

* Your non-goals here…

# Scenarios

*A scenario is a story told from the customer’s point of view that explains their situation and what they want to achieve.  It includes a customer problem statement (before the feature exists), and describes the happy ending (after the feature is completed).  Notably, the scenario is pivoted around the experience (the ‘what’), and does not include implementation details (the ‘how’).*

***The Customer****could be our final end-users, or a partner team that is dependent on the work you are doing.*

*A good scenario narrative:*

* *tells a narrative STORY*
* *includes PERSONAL details*
* *reveals deep INSIGHTS about the customer needs*
* *shows how the feature ADDRESSES the customer needs*
* *includes EMOTIONS & context*
* *is IMPLEMENTATION FREE*

*Example scenario:*

***Scenario 1: As a PM, I have a spec template to write my 1-pagers***

*Alex recently joined Microsoft in a PM role as a college hire, and will be writing a spec for the first time. The task is a bit intimidating, and Alex isn’t sure where to start, what should be included in the spec, and how it should be structured. Alex starts asking around, and realizes everybody is doing it their own way, and there’s no common spec blueprint available.*

*<magic happens>*

*Alex finds a spec template in the documentation of the team’s quarterly planning process. The document is well written and provides a skeleton that can be trimmed and adjusted as needed to quickly and efficiently come up with a 1-pager, that can later on be evolved into a full-fledged spec.*

*Akex is delighted to have a template to build upon, and can write a 1-pager with ease, while resting assured that the document follows the best practices of the team and captures all important information.*

***Scenario 2: …***

*…*

Your scenario(s) here…

# Prioritized Functional Requirements (High-Level)

*Prioritize the list of key functional requirements for this feature area.  The goal of the section is to lay out the high level requirements that can be used as a foundation to build feature lists which can then be prioritized, costed and triaged. Fully detailed functional requirements for the feature area will be covered later in this specification.  Requirements define the what we need to build.   Things to consider in your high-level functional requirements include:*

* *What do our customers (internal, external) want?*
* *How badly they want it or need it?*
* *What is the functionality we need to offer?*

*Priority definition:*

* *P0: critical requirement, the feature can’t ship without it.*
* *P1: would be great to have this when the feature ships, but would still ship without it.*
* *P2: nice to have, but unlikely to be part of the initial product release.*

|  |  |  |
| --- | --- | --- |
| # | Requirement | Priority |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

# Partners & Dependencies (internal and external)

*What unique or major dependencies do these features have, that impose material risk to delivering the feature?  For these critical dependencies, declare the delivery timing at a good level of granularity so the dependent team can plan appropriately.  Focus on the important ones.*

*Be sure to include dependencies on internal as well as external partner teams.*

|  |  |  |
| --- | --- | --- |
| Who | What | When |
|  |  |  |
|  |  |  |
|  |  |  |

**[END OF 1-PAGER SPEC SECTION]**

# Detailed Feature Description

## User Interface Storyboard

*When describing UI in a requirement, consider the following content:*

1. *Mockups*
2. *Controls*
3. *User Behavior*
4. *If UX facing feature, what is the associated design figma file/deck?*

Your content here…

## Feature component diagram

*For non-UI related features, you can use this section to outline a feature component diagram.*

Your content here…

## General Requirements

*A Feature Specification is a document that describes* ***what*** *we are going to do in a particular area (and should be less about the how to implement).  Content in this section will vary depending on the type of feature this spec is detailing, but it must be sufficiently****broad****and sufficiently****detailed****to allow Dev to deliver the feature you’ve envisioned.*

*Teams have the flexibility to determine how best to document this area.  Some suggestions for you to consider:*

* *Have a subsection for each requirement.*
* *Consider localization and geopolitical requirements (world readiness).*
* *Keep the privacy and security requirements in mind (in regards to compliance).*
* *If applicable, capture the accessibility requirements.*

Your content here…

# Telemetry & Reporting (KPIs)

*Telemetry can be used to understand how components are used and where investments should be made in the future. When looking at telemetry investments, consider the following:*

*What business questions are you trying to answer?*

* *How can you measure the success of the feature you are implementing?*
* *Do you already have a baseline measure established? Or are you setting one?*
* *What do you need to know during the development cycle to improve this release?*
* *What do you need to know to improve future releases? Once it has shipped, what do you need to collect?*
* *What decisions can you make with those answers? What is your action plan for the resulting data?*

*What data needs to be collected in order to answer the above questions?*

* *What would your report look like? What are your questions?*
* *What are the data points that you will implement? Are there existing data points that can be used or modified? What are the specific events or user behaviors to be tracked?*

*How will you present the data to answer your questions?*

* *Who is the audience for your reports?*
* *What pivots & filters do you need?*

## Telemetry (what needs to be collected)

Your content here…

## Reporting (how the data will be presented)

Your content here…

# Customer Engagement and Feedback

* *Health: How, where and by who, the health of the feature (or functionality) will be measured and monitored? (Accuracy, Performance, Thresholds, alerts and incident creation and notification, data reporting, integration in existing or new dashboards…)*
* *Usage: What are the usage goals? How will the usage be monitored? What is the strategy and plan to increase the usage at the beginning and over time?*
* *Customer Engagement and Feedback: How will the customers provide on-going feedback on the feature (or functionality) after the implementation final deployment? How will the feedback be managed and triaged for feature updates?*

# World-readiness and Accessibility

* *Diversity and Inclusion: Is the feature (or functionality) designed in consideration of the worldwide customers? (e.g. time formats, diversity of languages, cultures and markets, religions, genders, abilities…)*
* *Accessibility: What are the Accessibility requirements for this feature? How will they be validated?*