Analysis Documentation Template - Analyst Preview

Team	*Include PM, Stakeholder*
Analyst	*Analyst Name here*
Context	*Provide a brief description and/or link to provide **clear context to a user that might have never heard of this topic***
Goal	*Write here the main goal of your analysis (what you expect to have at the end of the analysis).* **E.g.: Analyse and explore how users behave in terms of bookmarking and completing an application**
Outcome	*Provide a short resume on the main or most impactful actions or findings from the analysis*
Status	DONE WIP REVIEW

Summary Table

- Summary Table
- Main Findings 🔎
- Suggestions 🔨
- Questions for Guidance and Hypothesis 📝
- Analysis 🤓
  - Sizing the problem
  - Question A
    - Breakdown Topic X
    - Breakdown Topic Y

Project Ticket	*Add here the Jira Ticket for the main project that originated this analysis*
BUGs	*Add here the Jira Ticket* for the bugs found
Roadmap for Analysis	☐ Create a Confluence page and link the ticket ☐ Understanding 　☐ Problem / Goal of the Analysis with Stakeholder 　☐ Business Context 　☐ Technical Context ☐ Check if no previous work was done on the topic ☐ Create Hypothesis Questions ☐ Analysis 　☐ Size the Problem 　☐ Check Questions and Hypothesis ☐ Document Main Findings ☐ Document Suggestions ☐ Review 　☐ Align with Stakeholder 　☐ Grammar and technical writing 　☐ Story Telling ☐ Close Analysis
Legend	← ↓ → ↑ - See/look at (right, down, left, top) chart or image ❌ - Critical error or bug found A/B TEST - We should A/B this hypothesis PRIORITY - This topic is a priority

	MISSING TRACK AND DIFFERENT ... - Requires tracking to advacne **NEW ANALYSIS** - This topic should become a new analysis
References	

Main Findings 🔍

- *Add here the key important points (a CEO should be able to quickly read it and understand the main outcome of your analysis - 3 to 5 points maximum)*

> 🗒 Add here what is part of the scope and what is not

> ❌ Add here relevant information

Suggestions 🔨

1. *Add here what you would suggest to be done as a next step after your analysis. Use also tags to classify your suggestions* **A/B TEST** **PRIORITY**

Questions for Guidance and Hypothesis 🗒

Add here the questions or hypotheses you want to analyze or the ones that were generated at the brainstorming session. Use Tags to help the understanding **OK** **MISSING TRACK AND DIFFERENT ...** **NEW ANALYSIS**

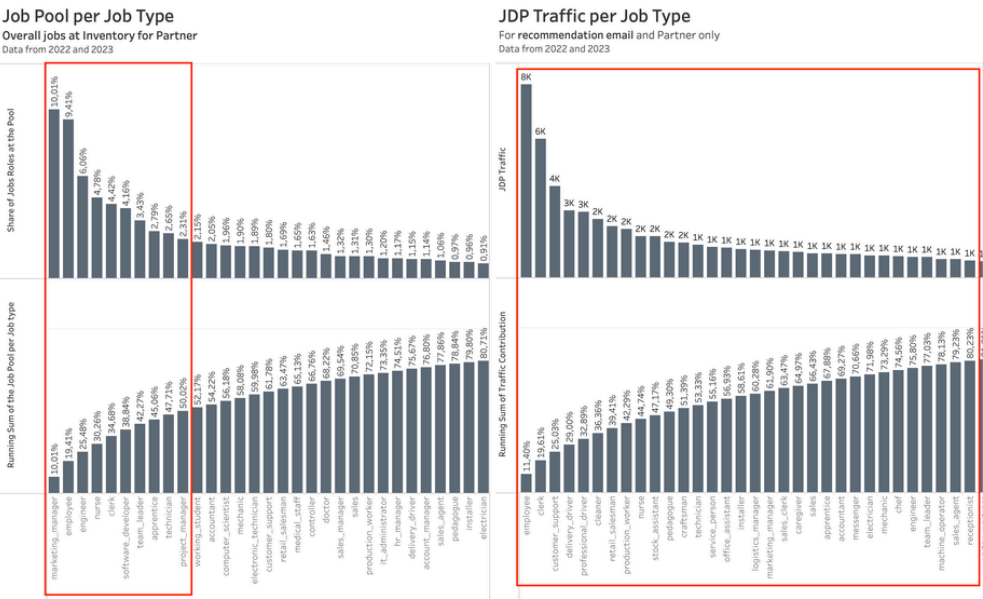# Analysis 🧐

Sizing the problem

Try to understand the impact of the problem you want to investigate

> ℹ️ *Use text boxes to highlight information*

Question A

Breakdown Topic X

Write here a text. Use **bold** and other colors to highlight important information. When referencing an image, use arrows to point to the graph (⬇️) you are mentioning.

Add a subtitle to the image explaining what is being shown and also what the user should learn from the image.

Breakdown Topic Y