

RevZilla Webstore

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SPACE SHORTCUTS

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1 - User Stories & Risks: Name

2 - Functional Reqs: Name

3 - Acceptance Criteria

4 - Analytics & Insights: Name

5 - Workflows: Name

6 - Wires & Prototypes: Name

Account Wizard

Billing Address

Category Links

Category Previews

Common Tread Block

Contact Information Block

Content Blocks

Customer Reviews

Emails

Email Subscription

Errors, Notifications, Alerts

Expandable Information Blocks (ie. FAQs)

Faceted Navigation

Fitment Notes

Hero - Carousel

Hero - Google 360

Hero - Static

Homepage Boards

Space tools ▾

<<

Expandable Information Blocks (ie. FAQs)

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Hero - Carousel

Hero - Google 360

Hero - Static

Homepage Boards

Space tools ▾

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_Component / Template Name

Created by Lisa DeMusis, last modified 19 minutes ago

Epic	Link to related JIRA epic or feature
Document status	<div><div>DRAFT</div><div>IN PROGRESS</div><div>DONE</div></div>
Document Owner	@Lisa DeMusis
Product Designer(s)	Who is responsible for requirement artifacts?
Visual Designer(s)	Who is responsible for font, color, and other graphic elements?
Key Stakeholder(s)	Who is involved? Who needs to be consulted or informed?

Summary

Goals

- What needs to be done? E.g. Simplify the user experience, decrease barriers, etc...

Background & Strategic Fit

- Why are we doing this? How does this support the overall strategy?
- > Click here to view Market Assessment...

Scope

Intent

- What is the intention of this feature? What is it targeting and accomplishing?
- > Click here to view Old Component...
- Analytics & Insights

Not Doing

- List features and functions that are NOT in scope or that are deferred to later release

Functional Requirements

- Functional Requirements
- Acceptance Criteria

Related Templates

- Link Confluence Template pages that contain this feature
- Link Confluence Template pages that contain this feature

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Artifacts

- 1 - User Stories & Risks: Name
- 2 - Functional Reqs: Name
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- 6 - Wires & Prototypes: Name

> [Homepage Boards](#)

> [Homepage Boards](#)

1 - User Stories & Risks: Name

Created by Lisa DeMuis, last modified 7 minutes ago

Document status	<div> <div>DRAFT</div> <div>IN PROGRESS</div> <div>DONE</div> </div>
Document Owner	@Lisa DeMusis
Key Stakeholder(s)	Who is involved? Who needs to be consulted or informed?

User Stories

Introduction

A user story is a narrative example of who could be using this feature and what they may experience or want from it. From user stories, we can determine [Acceptance Criteria](#) for the feature implementation.

› [Click here to view User Store Guidelines...](#)

#	User Audience	User Story	Importance (MoSCoW)	Theme	Notes
1	Customer	<p>Name of User (E.g. Enthusiast)</p> <p>Describe the user, what they want to achieve, and where they're having difficulties.</p>	<div>MUST HAVE</div> <div>SHOULD HAVE</div> <div>COULD HAVE</div> <div>WON'T HAVE</div>	List themes (E.g. Customer Experience, Customer Engagement)	<ul style="list-style-type: none">Additional considerations or noteworthy references (links, issues)
2	Business	<p>Name of User (E.g. Marketing)</p> <p>Describe the user, what they want to achieve, and why they want to achieve it.</p>	<div>MUST HAVE</div> <div>SHOULD HAVE</div> <div>COULD HAVE</div> <div>WON'T HAVE</div>	List themes (E.g. Performance, Scale and Growth)	

Risks Register

Introduction

A risk is an event or condition that can positively or negatively effect a project's objectives. Risk management is the process of identifying, assessing, and responding to risks. It is a collaborative process where risk response plans are developed with the stakeholders who understand the risks and are best able to manage them.

> [Click for detailed breakdown of risk register...](#)

› [Click for detailed breakdown of risk register...](#)

Risk Audience	Risk	Risk Impact	Probability of Occurrence	Severity of Impact	Risk Score	Recommended Response Strategy	Owner	Ticket
Customer	Title of Risk Risk Description	Description	1-5	1-5	(probability times severity)	<div><div>AVOID</div><div>TRANSFER</div><div>MITIGATE</div><div>ACCEPT</div></div> <div>Description</div>		JIRA ticket with status
Business	Title of Risk Risk Description	Description	1-5	1-5	(probability times severity)	<div><div>AVOID</div><div>TRANSFER</div><div>MITIGATE</div><div>ACCEPT</div></div> <div>Description</div>		JIRA ticket with status

- Considerations/notes here

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- Errors, Notifications, Alerts
- Expandable Information Blocks (ie. FAQs)
- Faceted Navigation
- Fitment Notes
- Hero - Carousel
- Hero - Google 360
- Hero - Static
- Homepage Boards

Pages / ... / _Component / Template Name 📄

2 - Functional Reqs: Name

Created by Lisa DeMusis, last modified 13 minutes ago

Document status	<div>DRAFTIN PROGRESSDONE</div>
Document Owner	@ Lisa DeMusis
Key Stakeholder(s)	Who is involved? Who needs to be consulted or informed?

Content

Requirements

Element	Required/Optional	Notes
Element Name	Required or Optional?	<ul style="list-style-type: none">Specific notes relative to the functional requirements for the content of this element.

Interaction

Requirements

Element	Event	Notes	CSS Reference Link
Element Name	E.g. mouseOver	<ul style="list-style-type: none">Specific notes relative to the functional requirements for the content of this element.	

Questions

Below is a list of questions to be addressed as a result of this requirements document:

Question	Answerer	Answer
E.g. How do we make users more aware of this feature?	Tag Stakeholders	Communicate the decision reached

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Document status	<div> <div>DRAFT</div> <div>IN PROGRESS</div> <div>DONE</div> </div>
Document Owner	@Lisa DeMusis
Key Stakeholder(s)	Who is involved? Who needs to be consulted or informed?

Introduction

Given-When-Then statements are utilized to define acceptance tests in support of **User Stories**. Provide context to a situation, an action that will be executed, and then the resulting consequences or outcomes of the action.

#	User Story Name	Given-When-Then
1	<i>E.g. Enthusiast</i>	<i>Given (context)...</i> <i>When (action)...</i> <i>Then (result)...</i>
		<i>Given (context)...</i> <i>When (action)...</i> <i>Then (result)...</i>

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Pages / ... / _Component / Template Name

Edit

Save for later

Watching

Share

4 - Analytics & Insights: Name

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Document status	<div>DRAFTIN PROGRESSDONE</div>
Document Owner	@Lisa DeMusis
Key Stakeholder(s)	Who is involved? Who needs to be consulted or informed?

Objectives

The What: What do you want to know from this feature? (E.g. Do customers that interact with this feature have a higher conversion rate?)
The Why: Why do you want to know? (E.g. If conversion rates are higher after interaction with this feature, we should do more promotion around it.)

#	What (Question)	Why (Reasoning)	How are we going to get it?	Stakeholder
1	What do you want to know from this feature?	Why do you want to know?	Discussion notes after discussing or presenting to stakeholder.	Tag Stakeholder

Data

The Data: Include raw or formatted data that answers proposed questions. (E.g. Link to Google Sheets or Research Confluence page)

#	What (Question)	Data Document	Data Owner
	Restate what you want to know from this feature. Include relative # in column 1.	Include a link to the documented research that supports/informs the goal.	Tag Stakeholder

UX & Usability Research

- Links to UX Research documents

Industry Standards

- List and cite industry standards (E.g. By default, Billing equals shipping should be selected - Baymard Name of Doc + Page ##)

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Pages / ... / _Component / Template Name



5 - Workflows: Name

Created by Lisa DeMusis, last modified on Mar 20, 2017

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Document Owner	@ Lisa DeMusis
Key Stakeholder(s)	Who is involved? Who needs to be consulted or informed?

InVision Links

- MOST RECENT DATE _ Link Name

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