**Detailed list of documentations and definitions of done**

* **Brief – Read ME;** This is a summary based on the **brief document**

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| **Feature/Project/Product Name** | **Request Date**  (Date the request entered the delivery funnel: Research>Development>In Test> Released Benefit Review) | | **Business Owner**  (The name of the Business Owner) |
| **Sponsors:**  (List key business sponsors who will be supporting the initiative) | | | |
| **Budget, if any**  Do you have a budget for this work? If so, how much? | | **Theme Team ALLOCATED**   * is there a project/product service team? * are they familiar with working on digital projects? | |
| **Unmet User needs** | | **Impact of doing nothing** | |