Digital Services Team

|  |  |  |
| --- | --- | --- |
| **Feature/Project/Product Name** | **Date of Request** | **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** | | |
| **Explain the Impact of doing nothing** | | |

Value estimated in Prioritization: \_\_\_\_\_

|  |  |
| --- | --- |
| **EVALUATION AND ESTIMATION** | |
| **Interdependencies DS Theme Teams**  Identify impact on operations | |
| **In Scope**   * **…** * **…** * **…** | |
| **Out of Scope**   * **…** * **…** | |
| **Nonfunctional Requirements**   * **…** * **…** * **…** | |
| **Minimum Viable Features**   * (Feature or Capability) * **…** * **…** | **Additional Potential Features**   * (Feature or Capability) * **…** * **…** |
| **Measuring Success: Provide The Metrics agreed for the delivery**  Provide leading indicators of the outcomes: for example, a measurable 20% positive **change in orders** within 30 days of feature release. | |
| **Impact on Maintenance**   * How frequently will it be updated and who will do this? * What is its lifespan? We will archive the content once it is no longer needed. | |
| **Analysis Summary and Go, or No-Go recommendation**  Brief summary of the analysis that has been formed by the Digital Service Team. | |

|  |  |  |
| --- | --- | --- |
| **HIGH LEVEL DELIVERY PLAN**  For approved to **GO initiatives** | | |
| **Estimated Development Timeline** | **Est End Date** | **Actual Completion date**  (Estimated benefit review date) | |
| **Estimated *Effort***  (use your estimation method to provide the an estimated story points and/or for the MVP and/or for the epic) | | | |
| **Milestones or Checkpoints – see check list**  *Insert the link to electronic board and repositories* (include any potential milestones or checkpoints for re-evaluation of the work)   1. Team rules Delivery Agreement 2. Story Board 3. In progress Checklist 4. Testing Plan 5. GO LIVE list | | | |
| **In-house or Outsourced Development**:  (Provide recommendations for where the **Feature** should be developed and who is going to do the work)  **If External − Estimated Monetary Cost**  (*Example: Estimated story points \* cost per story point*) | | | |
| **Attachments**  (Other supporting documentation, links to other data, feasibility or trade studies, models, market analysis, etc., that were used in the creation of the business case) | | | |
| **Other Notes and Comments**  (Any additional miscellaneous Information) | | | |