

Success Criteria Template

Defining success criteria tells you whether or not the project was successful. As a best practice, use a template like the one below to help you record, document and align stakeholders on key project components.

Product requirements	<ul style="list-style-type: none">• --• --• --	
Priority requirements	<ul style="list-style-type: none">• --• --• --	
Goal metrics		
User engagement	Goal:	Actual:
User adoption	Goal:	Actual:
Technical issues/defects	Goal:	Actual:
% of features delivered/released	Goal:	Actual:
<i>[Add metric]</i>	Goal:	Actual:
<i>[Add metric]</i>	Goal:	Actual:
<i>[Add metric]</i>	Goal:	Actual:
Sign-offs	<ul style="list-style-type: none">• Name / Date• Name / Date• Name / Date	