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.

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| **Product requirements** | * -- * -- * -- | |
| **Priority requirements** | * -- * -- * -- | |
| **Goal metrics** | | |
| User engagement | Goal: | Actual: |
| User adoption | Goal: | Actual: |
| Technical issues/defects | Goal: | Actual: |
| % of features delivered/released | Goal: | Actual: |
| *[Add metric]* | Goal: | Actual: |
| *[Add metric]* | Goal: | Actual: |
| *[Add metric]* | Goal: | Actual: |
| **Sign-offs** | * Name / Date * Name / Date * Name / Date | |