<https://www.geektime.co.il/what-is-statement-of-work/>

Also compose **SOW** doc: Statement of Work *(gathering the basics of PRD/SRS/FRS – functional / non-functional requirements).*

* It details the Scope of the project and it is part of the contract between the company and the contractor!
* It is important to differentiate between must and nice-to-have features.  
  *(while starting the viable – MVP), & for the POC – MVS.*

Subject: “POC”: Proof of Concept.  
(to be followed process-wise by the MVP – Minimal Viable Product)

**Prompt:**

pls. elaborate on the process and recommended milestones while trying to promote a good POC (Proof of Concept) to be presented to a potential client

**From perplexity:**

To demonstrate the value and feasibility of your solution in the client’s specific context. Below is an elaboration on the recommended process and milestones, integrating best practices from industry sources.

**Key Steps and Milestones in Promoting a POC:**

**1. Define Clear Objectives and Success Criteria (***coordinate expectations w/ stakeholders (client)***)**

* Start by thoroughly understanding the client’s needs, pain points, and business objectives.
* Collaboratively set specific, measurable objectives for the POC, ensuring alignment with what the client values most. *(SMART Specific, Measurable, Achievable, Related, Timebound – important for both DI & DO -> PRD & SRS)*
* Establish clear success criteria and metrics that both parties agree upon, which will later serve as benchmarks for evaluating the POC’s effectiveness.

**2. Engage Stakeholders and Gather Requirements**

* Identify all relevant stakeholders, both technical and business, and involve them early in the process.
* Conduct discovery sessions or workshops to collect detailed requirements and clarify expectations.
* Ensure ongoing stakeholder engagement to foster buy-in and address concerns as they arise.

**3. Develop a Tailored POC Plan**

* Create a roadmap with well-defined milestones and a realistic timeline, breaking the POC into manageable phases.
* Customize the POC framework to address the specific business challenges, workflows, and integration needs of the client.
* Allocate the necessary resources, including technical, support, and project management staff.

**4. Build and Execute the POC**

* Develop a minimum viable version of your solution that highlights the core features and benefits relevant to the client’s needs.
* Provide training and support to ensure the client can effectively use and evaluate the solution.
* Maintain regular communication, including progress updates and proactive problem-solving.
* Document all achievements, challenges, and feedback throughout the process.

**5. Collect Feedback and Measure Results**

* Gather both quantitative data (metrics, KPIs) and qualitative feedback (user impressions, pain points) from all stakeholders.
* Analyze the results against the predefined success criteria to assess the impact and effectiveness of the POC.
* Be transparent about both successes and areas for improvement, and be prepared to iterate based on feedback.

**6. Present the POC to the Client**

* Structure your presentation to emphasize how the POC addresses the client’s specific problems and delivers tangible value.
* Use real-life scenarios, data, and practical examples to showcase results.
* Address any questions or concerns, demonstrating commitment to client satisfaction.
* Outline the next steps, such as scaling the solution, integration, or moving toward a contract.

Additional notes from my text file:  
**Elbit\_interview\_prep.txt**

