Product Definition Document Template (PDD)

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Complete this template for each product developed undertaken in a service. All responses should be specific to this product. If a field does not apply, respond with "N/A". Delete the guidance as each section is complete.

SERVICE TITLE	*From the Service Concept document. If this product contributes to multiple services, list all the titles here.*
PRODUCT TITLE	
Date of last update to this document	

Current product status	*E.g.: in design, in production, complete*	**Current ARL:**	

Activity lead	*Name, position, affiliation*	**Email**	**Phone**

OVERVIEW

Product description	*Briefly describe the product and how it will contribute to the delivery of the service(s). If necessary, mention the geographic coverage area.*
Target completion date	
Implementing partners	*List specific co-developers and others users who will help design, develop and/or maintain the product.*
Gender considerations	*Include detail on issues such as: relevance and usefulness of product or activity in addressing gender issues; stakeholders the Hub will work with to understand the issue and support implementation; special gender-related needs. What (if any) gender considerations have gone into product design and how these are expected to impact/enhance the product?*

BASELINE CONTEXT and CAPACITIES

Implementing partner/ user capacity	*Describe specific gaps, lack of capacity or skills, or other blockages that this product will help address. For example:* • *Awareness level and political interest or mandate* • *Capacity to develop/analyze information (including skills, hardware, and software)* • *Capacity to disseminate information* • *Capacity for outreach, feedback, and maintenance* • *Capacity to host information service (if relevant)*
Data access/sharing	*Briefly describe the current data context as relevant to this product, e.g., is data available, accessible, shared?*

Products and tools	*Briefly describe the availability, accuracy and usability of existing products and tools available to implementing partners, users and beneficiaries currently, as relevant to this product.*

METHODOLOGY	
Activities/inputs	*Briefly list activities and key inputs specific to developing and delivering this product, including datasets; analytical products; new methods, tools or models; new geospatial infrastructure; outreach and engagement activities; training, guidance materials; etc. Include details on capacity building/ training in a TDD and specific platform or data sharing issues in the DMDD. If available, include links to a more detailed management plans.*
Output(s)	*List the expected activity-level results, e.g., delivery of products, tools, data sets, design, data flow, analysis, methods, models, calibration/validation, testing, monitoring, including numbers of users and/or activities delivered, as appropriate.*
Outcome(s)	*Briefly list the expected outcomes in terms of: value of the product or activity in improving user's ability to fulfill their responsibilities or mandate; improve cooperation and collaboration with others in responding to the development problem; strengthen the decision-making context, etc. Also mention who it is for, and how they will use it.*
Sustainability strategy	*As appropriate, describe how this specific product will be maintained, sustained and institutionalized over the long-term. As needed, use the DMDD to elaborate on data sharing agreements or platform development.*
Potential follow-on activities	*Describe any additional activities or subsequent phases related to this specific product, if applicable.*
Leveraging/other opportunities	*If applicable, list related activities being planned or conducted by other users, donors, or other stakeholders, and coordination on these might increase the overall impact of the product.*

PRODUCT COMPONENTS AND DIVISION OF TASKS			
COMPONENT *These are offered as examples; revise/replace as appropriate.*	**SPECIFIC TASK**	**SERVIR team**	**Implementing partners**
Accessing existing data	*Use the following field to briefly describe what each component entails*	*Explain roles in completing the task, including who is responsible and when it is expected to be complete.*	*Name each implementing partner/user and explain roles in completing the task, including who is responsible and when it is expected to be complete.*
Setting up/improving geospatial data structures/ architecture			
Data flow/sharing			
New or refined methods, models, algorithms or procedures			

Data synthesis/analysis			
Information delivery/ transmission			
Transition/ institutionalization			
OTHER IMPLEMENTATION ISSUES			
Anticipated outreach	*Describe expected engagement activities that will increase the number of users and/or uptake by beneficiaries.*		
Risks			