

## Title:

Status: [Active/Inactive/Deployed]

Date:

Authors:

- Approval Status
  - [A table of all involved stakeholders and their Approval status for the feature]
- Introduction
  - [What is the problem that is being addressed and the change/feature proposed]
- Goals and Success Metrics
  - Goals
    - [What does the team hope to achieve from implementing the proposed change]
  - Success Metrics
    - [What are the quantifiable metrics that would be affected by this change]
      - Main [Primary metric that dictates overall success]
      - Leading [Predictive indicators for intervention or course correction]
      - Lagging [Retrospective indicators for validation of course of action]
  - Scope
    - In-Scope
    - Out of Scope
    - Technical Design
  - Constraints and Assumptions
- User Stories
  - User Segments
    - [A table of who, their problem, and their priority]
- Product
  - User Flow
    - [Illustration and documentation of how the feature/enhancement will work]
  - User Interface
    - [Visual information that the user will engage with (prototype or screens)]
  - Copy
    - [Textual information that the user will engage with]

- Release Plan
  - [A table of Phase, Who & What will Release, Release Date, and Status]
- Risks & Dependencies
  - Risks
    - [List of identified risks and their solutions (if any)]
  - Dependencies
    - [Who and what is needed for launch and success]
  - Cross-functional Alignment
    - [A table of internal stakeholders and their approval status]
- Important Notes
- Background Reading
- Sprint Plans
  - [A timeline of sprints and quarter planning]
- Sprint Notes
  - [Notes and decisions from each sprint]