

Requirements

Target release	
Epic	
Document status	
Document owner	
Designer	
Tech lead	
Technical writers	
QA	

Objective

Provide context on this project and explain how it fits into your organization's strategic goals

Success metrics

List project goals and the metrics you'll use to judge its success

Goal	Metric
e.g., Simplify the user experience	e.g., Customer satisfaction score increases

Assumptions

List any assumptions you have about your users, technical constraints, or business goals (e.g., Most users will access this feature from a tablet)

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Options considered

1	Requirement	User story	Importance	Jira Issues	Notes
2	e.g., Must be mobile responsive	e.g., John is a PM who wants to check on his team's progress from the train station			
3					

User interaction and design

Add mockups, diagrams, or visual designs related to these requirements.

Open questions

Question	Answer	Date answered
e.g., How might we make users more aware of this feature?	e.g., We'll announce the feature with a blog post and a Summit presentation	

Out of scope

List anything that's out of scope for this feature or release

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