PILOT PROJECT SUCCESS CRITERIA TEMPLATE

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ACTION	DESCRIPTION	REQUIREMENTS	PRIORITY	% of PROGRESS	STATUS	APPROVAL STATUS	DESIRED DATE	DATE RATIONALE
Project Initiation	Basics to getting started							
Vision Statement								
Executive Approval								
Funding Secured								
Requirements Discovery & Research	How and where to gather requirements?							
Identify Capture Techniques								
Identify Sources								
Requirements Analysis	Break down discovery findings into specific, categorized requirements. Edit, remove, and add indented rows as needed to make requirements clear and actionable.							
Functional Requirements								
Timing								
Marketing, Sales, & Service Requirements								
Technical Requirements								
Look & Feel Requirements								
Performance Requirements								
Operational Requirements								
Expectations & Boundaries								
Future/Deferred Requirements								

Use Case Analysis	How is the solution used? Paint a picture of how users experience it.	
Title - Use Case 1		
Title - Use Case 2		
Summary Plan Document	Brief overview of key learnings outline for actionable project plan	
Executive Summary		
Scope & Context		
Product Description		
Design Goals		
Feature Overview		
Mockups		
Pricing & Forecasts		
Team and Resources		
Summary Timeline		
References		

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