

Template. Product Requirements. Documentation.

Title: Item. Product Requirement. Documentation.

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Team Leads

Epic name	Type /Jira to add Jira epics and issues
Document owner/ PM	@ mention person
UX Lead	@ mention person
Designer	@ mention person
UX Doc. writer (s)	@ mention person
Tech lead/PO	@ mention person
Tech Architect(s)	@ mention person
Technical Doc. writer(s)	@ mention person
QA Lead	@ mention person

High-level Product Checklist

Task	Accountable	Status	Signed off
Requirements defined		NOT STARTED	
Operational Readiness Onboarding, Support, Monitoring, Billing...		NOT STARTED	
Legal/Contractual compliance		NOT STARTED	
Data Privacy		NOT STARTED	
Security		NOT STARTED	
Marketing		NOT STARTED	
Product Structure in place, Salesforce, Pricing Model, Feedback routine...		NOT STARTED	
Documentation / User Guide		NOT STARTED	

A. Initial Context

What is it



Commercial Idea Brief (CIB)



[CIB_Template.pptx](#)

Minimum Viable Product in MIro



[Template](#)

Product Architecture

- XXX

B. KPI(s) and How to measure

ID	Domain	User Story	Prio	Jira
		Reporter:		

C. Acronyms and Definitions

Acronym	Description

D. Product Requirements

Functional Requirements

ID	Domain	User Story	Impact	Effort	Prio	Jira
FR-01		As a ... I want to ... so I that I can.. Requester: The person internally asked for the requirement Owner: Set the priority and says it will be done or not Recipient: Person that sign-off the requirement that it fulfills the needs Can be the same or different people	High	Low	P1	

Non-Functional Requirements

ID	Domain	User Story	Impact	Effort	Prio	Jira
		Reporter:	High	Low		