

# (Project name) PRD

Project Title

Date

Prepared by

## PROJECT OVERVIEW

Purpose

Objectives

Objective	Specific	Measurable	Achievable	Relevant	Time-bound

## TARGET AUDIENCE

Category	Details

## KEY DELIVERABLES

Deliverable	Description	Purpose	Due Date

## SCOPE OF WORK

Scope Category	In Scope	Out of Scope

## RISKS AND ASSUMPTIONS

Name	Description	Mitigation Strategy
<b>Risks</b>		
<b>Assumptions</b>		

## PRODUCT FEATURES & REQUIREMENTS

Functional Requirements (User Stories)

<i>Epic Name</i>	<i>Title</i>	<i>User Story</i>	<i>Acceptance Criteria</i>

## Non-Functional Requirements

<i>Title</i>	<i>Description</i>

## USER EXPERIENCE (UX) CONSIDERATIONS (OPTIONAL, IF RELEVANT)

<i>UX Consideration</i>	<i>Description</i>

## STAKEHOLDERS

### Primary Stakeholders

<i>Stakeholder Name</i>	<i>Role</i>	<i>Responsibilities</i>

### Stakeholder Expectations

<i>Stakeholder</i>	<i>Role</i>	<i>Expectation</i>

## TIMELINE AND MILESTONES

<i>Milestone</i>	<i>Target Date</i>

## SUCCESS METRICS

### Success Criteria and OKRs

<i>Objective</i>	<i>Key Result (OKR)</i>

## BUDGET AND RESOURCES

### Budget

<i>Category</i>	<i>Budget Allocation</i>

### Resource Allocation

<i>Resource</i>	<i>Hours</i>	<i>Cost</i>	<i>Role</i>

## COMMUNICATION PLAN

### Agile Communication Plan

<i>Ceremony</i>	<i>Purpose</i>	<i>Frequency</i>	<i>Participants</i>	<i>Method</i>

### Reporting

<i>Report Type</i>	<i>Frequency</i>	<i>Purpose</i>	<i>Audience</i>	<i>Method</i>

### Escalation Path

<i>Level</i>	<i>Responsibility</i>	<i>Scope</i>	<i>Autonomy</i>	<i>Escalation Trigger</i>

## APPROVAL AND SIGN-OFF

### Signatures

<i>Name</i>	<i>Role</i>	<i>Signature</i>	<i>Date</i>
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Product Manager \_\_\_\_\_

Executive Sponsor \_\_\_\_\_