

Name of Functional

May 23, 2021

Overview 1

Stake Holders 1

Functional 2

Agile Development 2

Analytic Reports 2

Estimated Timelines 3

Summary 3

## Overview

Basically we want some new feature that will be similar to XYZ.

## Stake Holders

The primary stake holder is: name of person driving this project

Other stake holders include: more names go here

The project manager is: your name here

## Functional

This new feature needs to accomplish these goals

* goal one
* goal two
* and more goals

## Agile Development

For this project we will be using Agile development methodology. Do one step then submit it so stake holders can review and we can discuss any new insights you may have had. Then onward to next step, deploy and review. Et cetera. Of course any changes will require adjusting the timelines appropriately.

## Analytic Reports

Upon completion the following reports will be needed to analyze the success of the project. Most require date ranges and should default showing the last 90 days. In the outlines below the green dates are editable. The headers that are underlined signify they need to be sortable.

**Usage Report**

From: MM/DD/YYYY to: MM/DD/YYYY

**Column Header1 Header2 Header3 Header4**

Some-info start date mo’ info client notes yada1

Some2-info other date more info client2 notes yada2

## Estimated Timelines

The skeleton framework should be defined by MM/DD/YYYY.

The next stage of prototyping the first 3 pages cannot start until feedback from the stake holders regarding the skeleton framework is received.

The prototyping first 3 pages task will include determining the color pallet and this task should be done within X days.

After receiving feedback from the stake holders regarding the prototypes of first 3 pages, the next step is XYZ which will take X weeks.

## Summary

This project will be complete once all code is moved to the production server. This will require one hour of server downtime which will be performed between 2am and 3am Eastern Standard Time. At that time the reports outlined above will all be available from our normal Administrative Portal.