

# <Project name>

## Discovery doc



---

<b>Introduction</b>	<b>2</b>
Purpose	2
Scope	2
Stakeholders	3
<b>Project/Product Overview</b>	<b>3</b>
Background	3
Goals and Objectives	3
Success Criteria	3
<b>Stakeholder Analysis</b>	<b>4</b>
Key Stakeholders	4
Roles and Responsibilities	4
Communication Plan	4
<b>Problem Statement</b>	<b>5</b>
Current Challenges	5
Opportunities	5
Constraints	5
<b>User Needs and Requirements</b>	<b>6</b>
User Personas	6
User Stories	6
Functional Requirements	6
<b>Technical Requirements</b>	<b>6</b>
Infrastructure	6
Security	7
Integration Points	7
<b>Project Timeline</b>	<b>7</b>
Milestones	7
Dependencies	7
Resource Allocation	8
<b>Risk Assessment</b>	<b>8</b>
Risk Identification	8
Risk Analysis	8
Risk Mitigation	8
<b>Budget and Resource Allocation</b>	<b>9</b>
Budget Plan	9
Resource Plan	9

---



---

<b>Next Steps</b>	<b>9</b>
Action Plan	9
Key Deliverables	9
<b>Conclusion and summary</b>	<b>10</b>
<b>Appendices</b>	<b>10</b>

## Introduction

### Purpose

- 💡 A brief overview of the document's intent and what the discovery process aims to achieve

*...type your content here...*

### Scope

- 💡 Define the boundaries and limitations of the discovery process.

*...type your content here...*

### Stakeholders

- 💡 List the key individuals or groups involved in the project.

*...type your content here...*

## Project/Product Overview

### Background

- 💡 Provide a concise history or context for the project/product.

*...type your content here...*



---

## Goals and Objectives

 Clearly state the primary objectives and desired outcomes.

*...type your content here...*

## Success Criteria

 Define the metrics or criteria that will determine the success of the project.

*...type your content here...*

## Stakeholder Analysis

### Key Stakeholders

 Identify all individuals, teams, or organizations with a vested interest in the project.

*...type your content here...*

### Roles and Responsibilities

 Describe the roles and responsibilities of each stakeholder.

*...type your content here...*

---

## Communication Plan

 Outline how and when stakeholders will be engaged and updated.

*...type your content here...*

## Problem Statement

### Current Challenges

 Identify the issues or problems that the project aims to address.

*...type your content here...*

### Opportunities

 Highlight the opportunities that can be leveraged.

*...type your content here...*



---

## Constraints

 Specify any limitations or constraints that need to be considered.

*...type your content here...*

## User Needs and Requirements

### User Personas

 Create detailed user personas that represent the target audience.

*...type your content here...*

### User Stories

 Describe specific scenarios and user stories to understand user needs.

*...type your content here...*

## Functional Requirements

 List the essential functionalities and features required.



---

*...type your content here...*

## Technical Requirements

### Infrastructure

 Document the technical infrastructure, platforms, and tools to be used.

*...type your content here...*

### Security

 Specify security and compliance requirements.

*...type your content here...*

### Integration Points

 Identify any external systems or services that need to be integrated.

*...type your content here...*

## Project Timeline

### Milestones

 Define key project milestones and their estimated dates.

*...type your content here...*

---

---

## Dependencies

 List any dependencies that could impact the project timeline.

*...type your content here...*

## Resource Allocation

 Describe the allocation of resources, such as team members and budget.

*...type your content here...*

## Risk Assessment

### Risk Identification

 Identify potential risks that could affect the project.

*...type your content here...*

### Risk Analysis

 Evaluate the impact and likelihood of each risk.

*...type your content here...*



---

## Risk Mitigation

 Outline strategies to mitigate or manage identified risks.

*...type your content here...*

## Budget and Resource Allocation

### Budget Plan

 Detail the budget allocation for the project, including cost estimates.

*...type your content here...*

### Resource Plan

 Specify the human and material resources needed.

*...type your content here...*

## Next Steps

### Action Plan

 Provide a step-by-step plan for moving forward after the discovery phase.

*...type your content here...*



---

## Key Deliverables

 List the deliverables to be produced as a result of this discovery.

*...type your content here...*

## Conclusion and summary

 Recap the main points covered in the discovery document.

*...type your content here...*

## Appendices

 Include any supplementary information, references, or data that supports the document.end-users or customers. This includes user personas, user stories, and functional requirements.

*...type your content here...*