

<Project name>

Discovery doc



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## Introduction

### Purpose

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

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### Scope

💡 Define the boundaries and limitations of the discovery process.

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### Stakeholders

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

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## Project/Product Overview

### Background

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

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## Goals and Objectives

💡 Clearly state the primary objectives and desired outcomes.

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## Success Criteria

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

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## Stakeholder Analysis

### Key Stakeholders

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

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### Roles and Responsibilities

💡 Describe the roles and responsibilities of each stakeholder.

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## Communication Plan

💡 Outline how and when stakeholders will be engaged and updated.

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## Problem Statement

### Current Challenges

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

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### Opportunities

💡 Highlight the opportunities that can be leveraged.

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## Constraints

💡 Specify any limitations or constraints that need to be considered.

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## User Needs and Requirements

### User Personas

💡 Create detailed user personas that represent the target audience.

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### User Stories

💡 Describe specific scenarios and user stories to understand user needs.

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## Functional Requirements

💡 List the essential functionalities and features required.



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## Technical Requirements

### Infrastructure

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

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### Security

💡 Specify security and compliance requirements.

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### Integration Points

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

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## Project Timeline

### Milestones

💡 Define key project milestones and their estimated dates.

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## Dependencies

💡 List any dependencies that could impact the project timeline.

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## Resource Allocation

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

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## Risk Assessment

### Risk Identification

💡 Identify potential risks that could affect the project.

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### Risk Analysis

💡 Evaluate the impact and likelihood of each risk.

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## Risk Mitigation

💡 Outline strategies to mitigate or manage identified risks.

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## Budget and Resource Allocation

### Budget Plan

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

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### Resource Plan

💡 Specify the human and material resources needed.

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## Next Steps

### Action Plan

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

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## Key Deliverables

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

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## Conclusion and summary

💡 Recap the main points covered in the discovery document.

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## 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.

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