



IT Project Poster

Summary

Project

Name Priority level

Team

Project Owner

Team Members

Stakeholders

Define the problem

What is the problem?

Why should you solve this problem? What would happen if we didn't do anything?

What are the possible solutions?

Think through several options for how you might solve this problem. Highlight your preferred approach

What teams and systems will be impacted?

Which teams will you need help from? What systems and teams will be impacted?

Work through a solution

Solution Details

Summarize how you will solve the problem and what you will deliver

Validation

Summarize why you chose this solution, data used to support your decision and any open questions

Visualize Your Solution

Work with your architects to draft how information flows between systems and seek design guidance to understand the user experience

Measuring Success

Define the outcome you are driving for the business and how you will measure it





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Work through a solution

Project Impacts

IMPACT RATING	SYSTEM OR TEAM IMPACTED	POINT OF CONTACT	DESCRIPTION OF IMPACT
<i>Select High, Medium or Low</i>	<i>List the system or team and the type of impact</i>		<i>Summarize what the impact or change is</i>

Ready to go

Milestones

MILESTONE SUMMARY	DETAILS	DEPENDENCIES	SHIP DATE
	<i>List out specifics of what this milestone includes</i>	<i>Is this dependent on any other milestones?</i>	<i>Estimate when it will be available</i>

Team

ROLE	DEPARTMENT	WHICH MILESTONES WILL THEY WORK ON?	AVAILABILITY NOTES
		<i>Connect the people to the milestones you outlined above</i>	<i>List candidates and any potential blockers to staffing this role</i>