

<Project Name>

Solution Roadmap

**Version <Type Version #>**

 **Date:**

**My signature indicates approval of this Solution Roadmap.**

 **Prepared by:**

 Project Manager

 **Approved by:**

Project Sponsor

 **Approved by:**

Agency CIO

 **Approved by:**

Executive Sponsor

**Table of Contents**

[**1**](#_3znysh7) **OBJECTIVES 3**

[**2**](#_2et92p0) **FEATURES/CAPABILITIES AND ACCEPTANCE CRITERIA 3**

[**3**](#_tyjcwt) **SOLUTION ROADMAP 5**

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| <MM/DD/YYYY> | <0.00> | <Type brief description here> | <First Initial & Last Name> |
|  |  |  |  |

**Template Overview and Instructions:**

This document provides guidance for developing the Solution Roadmap during the MITDP Planning Phase. The Solution Roadmap represents the solution, product or value that is needed, the prioritization of that work at a high level, and assists agencies in identifying business processes and needs to meet the expected outcomes of the implementation.

Agencies are requested to fill out and define objectives, features and capabilities, acceptance criteria and roadmap based upon stakeholder’s goals. The template identifies three key areas:

1. *Objectives*
2. *Feature/Capabilities and Acceptance Criteria*
3. *Solution Roadmap*

This document should be used as a baseline to further define and build upon in the IT Project Request (ITPR), as well as, a “go to” in evaluating if you have met your Definition of Done.

1. **OBJECTIVES**

Define the project objectives. Describe each objective using measurable criteria, such as anticipated productivity improvements, cost reductions, improvements in business processes, citizen support, revenue enhancement, technical efficiencies, and federal/state guidelines improvements. These objectives are the basis for the acceptance criteria that should be met.

|  |  |
| --- | --- |
| **#** | **Objective Description** |
| 1 | Sample: Develop Proof of Concept for the time keeping system |
| 2 | Sample: Reduce by 80%, or eliminate, waste of manual time entry |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |

1. **FEATURES/CAPABILITIES AND ACCEPTANCE CRITERIA**

Features and capabilities represent business value needed for the organization to mature and grow. Each feature or capability reflects a service provided by the system that fulfills a stakeholder need.

A Feature is a distinct element of functionality which can provide capabilities to the business. (Eventually features are broken down into smaller pieces called user stories, which are multiple short, simple descriptions of a feature told from the perspective of the person who desires the new capability.)

A Capability is a higher-level solution behavior that typically spans multiple releases. They are sized and split into multiple features so that they can be implemented in increments.

Acceptance Criteria: The conditions that a product must satisfy to be accepted by a product owner, user, or customer. *For example, in imaging systems, imaging would be the capability and the cameras would be the features.*

 Provide feature and capability statements below for your project to state the functionality to be delivered that will satisfy business value, end-user expectation, and objectives stated. For each feature and capability, provide the acceptance criteria to satisfy the functional area.

|  **Features / Capabilities**  | **Acceptance Criteria**  |
| --- | --- |
| Sample: Fingerprint enablement for clocking in/out | Sample: Users are able to use fingerprint for clocking in/out |
| Sample: Integrate the finger scanning device | Sample: Devices are in place and functioning for fingerprint scanning |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **SOLUTION ROADMAP**

Based on high-level requirements, the Roadmap should describe the product features in a logical order to assist with development. The Roadmap should organize the features based on effort, estimates, prioritization, and value.

Provide, at a high level, planned program increment or release dates for each feature/capability listed. Values should be represented by quarterly/yearly timelines. Add columns for more than 4 program increments or releases.

| **#** | **Feature / Capability Description** | **Program Increment or Release 1** | **Program Increment or Release 2** | **Program Increment or Release 3** | **Program Increment or Release 4** |
| --- | --- | --- | --- | --- | --- |
| 1 | <Description> | <QTR/year> | <QTR/year> | <QTR/year> | <QTR/year> |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |
| 17 |  |  |  |  |  |