Proof of Concept (PoC) Template

Project Overview

Project Name: [PROJECT NAME]

Client: [CLIENT NAME]

Project Members

1. [YOUR NAME] (Internal - [YOUR COMPANY NAME])
   a. *Role in the PoC Project:* [YOUR PROJECT ROLE/JOB DESCRIPTION]
2. [TEAM MEMBER NAME] (External - [COMPANY NAME])
   a. *Role in the PoC Project:* [TEAM MEMBER'S PROJECT ROLE/JOB DESCRIPTION]

Project Goals

The goals of this proof of concept are to:

1. Test the feasibility of using [TECHNOLOGY/APPLICATION/SYSTEM] to achieve [DESIRED OUTCOME].
2. Identify and address potential issues that may arise from using [TECHNOLOGY/APPLICATION/SYSTEM] for [DESIRED OUTCOME].
3. Align PoC goals with the broader business plan for [PRODUCT/SERVICE].

As each goal is achieved, it will be documented in the "Goal Status" column for a comprehensive PoC summary.

Goal	Goal Status (Demonstrated/Met)
1	

2	

PoC Overview

Provide a clear and concise written description of the PoC project that anyone, including those not involved, can understand. If the PoC involves testing software system integrations, include a block diagram for visualization.

PoC Scenarios

Describe high-level scenarios that will be demonstrated during the PoC. If there are specific project requirements being tested in various scenarios, list them in the "Requirements" column. Document comments and feedback throughout the testing phase.

Scenario	Requirements	Comments
1		
2		

PoC Constraints & Assumptions

Identify any constraints that the PoC faces, such as time limitations, budget constraints, software limitations, or other factors. Document clear assumptions to ensure alignment and prevent potential issues later in the project.

Constraints	Implication of Constraint
1	
2	

Assumption	Source of Assumption
1	
2	

PoC Project Timeline

Outline the intended start date for the PoC work, along with the target date for the first demonstration to stakeholders. Plan for potential iterations and set progress dates to keep the project on track.

- PoC Start Date: [DD/MM/YYYY]
- First Demonstration Target Date: [DD/MM/YYYY]
- PoC Stages Target Dates (optional): [DD/MM/YYYY]
- PoC Completion Criteria: When [COMPLETION REQUIREMENT], the project is considered complete.

Defining Success Criteria

Explain how you'll verify the achievement of the goals presented earlier. Categorize success criteria based on types (e.g., Functional, Performance, Scalability, Availability, Service Quality) for clarity. Document these criteria as they are met.

Success Criteria Type	Success Criteria Details	Success Criteria Status (Met?)
1		
2		

PoC Results (Post-Completion)

After concluding the PoC, complete a project wrap-up and present findings to stakeholders and management. Document the following:

- Fill out the Goal Status column in the "Project Goals" section.
- Fill out the Success Criteria Status in the "Defining Success Criteria" section.
- Document your team's recommendations for a move-forward plan, considering all information gathered during the PoC.
- After meeting with management, record whether your recommendations have been approved or rejected.

Recommendations	Status (Approved/Rejected/etc)
1	

2	