Approach Note Template

# Problem Statement

In this section, describe the issue at hand that this approach note will address. This is the executive brief of what recipients of the document are being asked to describe. Refer to a supporting Position paper to keep the statement succinct.

# Assumptions

Define any assumptions that the approach note will rely on. For example, will we being using wire frames from the user interface? Will backups not be performed at this stage? Make sure you clearly establish what the teams knows and what they assume.

# Scope

Ensure that you have the right focus for the approach note. Use this section in conjunction with the Assumptions section so that the reader knows what is to be addressed by this approach note and what is not. Document what is out of scope, so the reader has a clear focus for the defined approach.

## In Scope

## Out of Scope

# High Level Design

Include conceptual architecture drawings, customer journey maps and other artifacts that demonstrate how the system is designed and functioning.

# User Cases

These high level uses cases define what we will look to execute in this scope. How can you test that the approach meets your needs? These should be able to easily be converted to user stories in the Agile Scrum model

# Approach

Detail out the steps needed to meet the high-level design. Be as prescriptive as possible based on what you know. This is not a project plan but the high-level approach of what needs to be done to support the stated problem statement and larger position.

# Design Decisions

Certain decisions will need to be made. Create a list of those decisions and their priority ranking. Decision Documents should be created in support of the design decisions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A | B | C | D |
| 1 | No | Design Decision | Priority | Rationale |
| 2 |  | Category |  |  |
| 3 | 1 | Description of needed decision. | High Medium Low | Rational of why the decision is needed. |

# Expected Outcomes

How can you measure that the approach note will deliver what is being defined? What is the definition of done and how can you measure success? Think of this as defining what done looks like.