

# Goal Communication Template

<b>Owner/Requester</b>	<i>Names of stakeholders who own the responsibility to complete the goal / Names of stakeholders who requested the goal</i>
<b>Stakeholders</b>	<i>All stakeholders who need to approve the this goal document</i>
<b>Added Stakeholders</b>	<i>any new stakeholders during the undertaking are added here</i>
<b>Tech Analyses</b>	<i>Provide any technical analyses done on about current technical setup + future setup</i>
<b>Related pages</b>	

## Purpose

*Define your understanding with the owner/s of the goal of why to undertake this goal.*

## The Problem

*Clearly define the problem to be solved*

<b>Business Value</b>	<b>HIGH</b> / <b>MEDIUM</b> / <b>LOW</b> <i>Liaise with stakeholders to understand the business value in undertaking this goal.</i>
<b>Time Criticality</b>	<b>HIGH</b> / <b>MEDIUM</b> / <b>LOW</b> <i>With stakeholders and team identify the time criticality for achieving this goal.</i>
<b>Risk/Opportunity</b>	<i>Clearly identify the risk/opportunity in achieving this goal or not achieving it.</i>

## Key Details

*List any details regarding the problem to be solved and the undertakings.*

## Risks/Mitigation

*Identify the risks and any mitigations you wish to take to solve these risks.*

## Acceptance Criteria

*Identify and list the acceptance criteria for achieving the goal*

## OKRs

*Objectives are expected to be ambitious. While your key results are expected to be achievable/measurable tasks. Objectives map to epic/feature in JIRA and key results to stories/tasks. Each key result is expected to have an owner who is a member of the scrum team and is responsible to ensure the progress and completion.*

Objectives	Key results	Owner	Dependencies	Expected EoQ key result score	Current status
<i>example: Implement the mobile design of the new application</i> <b>Owner:</b> <b>End-of-quarter objective score:</b> 0.0-1.0	<i>example: Build React horizontal menu component</i>			1.0	<b>Month 1</b> <b>Month 2</b> <b>Month 3</b>

## Roadmap

*Add a Jira roadmap here*