

{panel:title=Epic Description | titleBGColor=#8756da | titleColor=#ffffff | borderStyle=none}
3-5 sentences describing the epic (why, what and how)
link to confluence page
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{panel:title=Background | titleBGColor=#8756da | titleColor=#ffffff | borderStyle=none}
2-5 paragraphs describing (as relevant)
* _Status Quo. How is the challenge currently addressed?_
* _History: Past efforts in this area. What was done and by whom. Achievements and/or reasons for failure._
* _Industry benchmarks and best practices_
* _Possible external resources: available turnkey solutions and specialised consultants_
* _Any other relevant information_{panel}

{panel:title=Business Value & Definition of Success | borderStyle=solid | titleBGColor=#8756da | titleColor=#ffffff | borderStyle=none}

* _Relevant OKR or executive sponsor_
* _What is the estimated quantifiable impact on KPI(s)_
* _What will happen if this project is not done?_{panel}

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| *Role* | *Names* (with contact information) |
| *R*esponsible | _<Single individual responsible for delivery, typically the Epic Assignee>_|
| *A*pprover | _<Single stakeholder who will give final sign-off on delivery>_|
| *S*upporting | _<Individuals who will complete assigned tasks / stories /defects>_|
| *C*onsulted | _<Individuals who have agreed to be available to answer subject matter questions and attend project kickoff meeting>_|
| *I*nfirmed | _<The (additional) individuals who may be impacted by the epic or who for other reasons should be kept informed on project status and deliverables>_|

Note: It's important to ensure commitment from supporting and consulting individuals before project kickoff
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{panel:title=Deliverables (Definition of Done) | titleBGColor=#8756da | titleColor=#ffffff | borderStyle=none}

* _What tools should be delivered, on what technology, and under what standards (documentation, logging, code repository, monitoring, etc)_
* _What reporting and analysis should be delivered? This might include a playbook, business presentation in .ppt, confluence page(s), excel analysis, etc._{panel}

{panel:title=Milestones | titleBGColor=#8756da | titleColor=#ffffff | borderStyle=none}

* _List of epic milestones, which may coincide loosely with JIRA tasks_
* _Expected delivery date and specification of hard deadlines (if relevant)_
* _Any special timing constraints, including needing to wait for other projects to complete or needing to complete a milestone before a certain date_
* _link to confluence milestone macro_{panel}

{panel:title=Risks | titleBGColor=#8756da | titleColor=#ffffff | borderStyle=none}

_List of factors that may prevent or delay delivery. E.g. uncertainty of data quality, insufficient staff, dependencies on other projects or teams, deployment of necessary

technology, etc. These should be specific to this epic, and not general risks that would apply to any epic._

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{panel:title=Additional

Information | titleBGColor=#8756da | titleColor=#ffffff | borderStyle=none}

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