# PROOF OF CONCEPT CHECKLIST

Demonstrate Need  Describe the problem you're trying to solve or the reason your product needs to exist.  Identify customer pain points by interviewing a sample group from your target market.
Envision Solutions  Use customer feedback to brainstorm solutions. Assess your ideas based on constraints, such as time, cost, resources, technology requirements, etc., in order to identify feasible solutions.
Define POC Goals  What are you trying to achieve with your POC project? Communicate with internal stakeholders to understand and align goals and expectations.
Specify Measurable Success Criteria  How will you verify that your goals have been achieved? What metrics will you use to evaluate your idea?
Identify Team Identify POC team members and their roles in the project.
Create a Timeline  Estimate duration based on the scope of the POC, important progress dates, and requirements for project completion.
Plan Next Steps Create a proposal for action steps to take if the POC is successful.

# **Sample Proof Of Concept Document Template**

**Mike Nevin** 

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