

{Name the Problem/Opportunity}

Problem Statement Artifact

Project Owner	{First Name Last Name}
Email	
Submission	
Phab Link	
Deadline for Decision (Date or Date Range)	
Problem Statement Review Meeting	
Problem Statement Sent to TDF Reps for Feedback	
Problem Statement Feedback Review	



Step 1) Define the problem or opportunity (WHAT).



Step 2) Outline the importance of addressing the problem or opportunity (WHY).



Step 3) Technical Forum Chair Review.

1 WHAT?



Write your problem statement using layperson's terminology.

In one sentence, what is the problem or opportunity?

Netflix Problem Statement Example: Going to the video store requires fighting traffic, wandering the aisles, and waiting in long lines just to get a single movie.



What does the future look like if this is achieved?

➡ What happens if we do nothing?

2 WHY?

➡ Identify the value(s) this problem/opportunity provides. Add links to relevant OKRs.
Rank values in order of importance and be explicit about who this benefits and where the value is.

User Value/Organization Value	Objective it supports and How
1.	
2.	
3.	
4.	

➡ Why are you bringing this decision to the Technical Forum?
What about the scope of this problem led you and your team to seek input across departments/organizations?

3 Technical Forum Chair Review

This is to be filled out by the Technical Forum Chairs.

YES

NO

Is the problem statement clear?		
Should this decision go through the Technical Decision Making Process?		

Why or why not?

--

Product Chair	<i>The name of the Product Department Chair reviewing</i>
Technology Chair	<i>The name of the Technology Department Chair reviewing</i>
Date	<i>When was this presented in the Technical Forum</i>