

Discovery Deliverables Checklist

GDPR

HIPAA

SOC 2

EU AI Act

ISO 13485

UK DPA 2018

From stakeholder mapping to technical architecture sign-off

10

PHASES

57

DELIVERABLES

6

FRAMEWORKS

3

SIGN-OFF GATES

38

MUST-HAVES

PRIORITY KEY:

MUST

Required for Discovery sign-off

SHOULD

Strongly recommended

NICE

Optional / best practice

1 PROJECT GOVERNANCE & KICKOFF

PM

☐ Project Charter drafted and approved by sponsor

MUST

☐ Scope statement defined — in scope and out of scope explicit

MUST

☐ RACI matrix created and distributed to all team leads

MUST

☐ Communication plan agreed — cadence, format, audience

MUST

☐ Definition of Done for Discovery phase agreed

MUST

☐ Discovery timeline and milestones baselined

MUST

☐ Budget and resource allocation confirmed by sponsor

SHOULD

3 BUSINESS REQUIREMENTS & PROBLEM DEFINITION

PM / PO

☐ Problem statement validated with sponsor and key stakeholders

MUST

☐ Business goals and success metrics defined (OKRs / KPIs)

MUST

☐ Current-state process documented (AS-IS)

MUST

☐ Desired future-state defined with measurable outcomes (TO-BE)

MUST

2 STAKEHOLDER MAPPING

PM

☐ Stakeholder register created — name, role, influence, interest

MUST

☐ Influence / Interest matrix mapped and validated

MUST

☐ Decision-makers and formal approvers explicitly confirmed

MUST

☐ Stakeholder engagement and communication strategy documented

MUST

☐ Discovery interviews scheduled and confirmed

MUST

☐ Escalation path and conflict resolution process documented

SHOULD

☐ External stakeholders and vendors identified

SHOULD

4 USER RESEARCH & UX

PO / UX Lead

☐ User personas defined and validated with real users / proxies

MUST

☐ User journey maps created for AS-IS and TO-BE states

MUST

☐ Key pain points documented and prioritised by frequency / impact

MUST

☐ UX principles agreed with product and stakeholders

MUST

☐ Information architecture and navigation flows sketched

SHOULD

☐ Low-fidelity wireframes produced and reviewed

SHOULD

☐ Accessibility requirements (WCAG level) noted

SHOULD

5 TECHNICAL DISCOVERY

Tech Lead / PM

☐ Existing systems and integrations mapped and documented

MUST

☐ Technical architecture options evaluated and recommended

MUST

☐ Data model and data flows documented and reviewed

MUST

☐ API requirements and third-party dependencies identified

MUST

☐ Performance, scalability, and availability SLAs defined

MUST

☐ Tech stack agreed with engineering and documented

MUST

☐ Infrastructure, hosting, and DevOps pipeline requirements noted

SHOULD

SAMPLE

This is an anonymised work sample. Template created and used by Hanna Klimushka, IT Project & Product Manager.

6

COMPLIANCE & REGULATORY

PM / Legal

☐

Applicable regulatory frameworks identified and listed

MUST

☐

Legal and compliance team consulted; sign-off path agreed

MUST

☐

Data residency and sovereignty requirements confirmed

MUST

☐

Privacy Impact Assessment (PIA / DPIA) initiated

MUST

☐

Audit trail and logging requirements documented

SHOULD

☐

Consent mechanisms and data retention policies reviewed

SHOULD

☐

AI-specific obligations confirmed if applicable (EU AI Act)

SHOULD

8

RISKS, ASSUMPTIONS & DEPENDENCIES

PM

☐

Initial RAID log created and shared with team

MUST

☐

Key risks identified and scored (impact × probability)

MUST

☐

Assumptions documented and flagged for validation

MUST

☐

External dependencies mapped with owners and timelines

MUST

☐

Risk mitigation strategies outlined for High-rated risks

MUST

☐

Blockers and hard constraints escalated to sponsor

SHOULD

☐

Risk review cadence agreed and added to communication plan

SHOULD

10

DISCOVERY SIGN-OFF & HANDOVER TO BUILD

PM + Sponsor

☐

Discovery document reviewed by all key stakeholders

MUST

☐

Handover to build phase initiated — team briefed on context

MUST

☐

All open questions resolved or formally parked with owner

MUST

☐

Sprint 0 planned — environment, access, tooling, team norms

MUST

☐

Discovery deliverables formally signed off by sponsor

MUST

☐

Discovery retrospective held — what worked, what to improve

SHOULD

☐

Backlog seeded with prioritised user stories from Discovery

MUST

☐

Lessons learned documented for future Discovery phases

NICE

7

DATA & SECURITY

Tech Lead / PM

☐

Data sources identified, documented, and ownership assigned

MUST

☐

Data classification completed (public / internal / restricted)

MUST

☐

Security threat model completed (STRIDE or equivalent)

MUST

☐

Access control and authentication requirements documented

MUST

☐

Encryption requirements — at rest and in transit — confirmed

MUST

☐

Data quality rules and validation requirements defined

SHOULD

☐

Incident response and breach notification process noted

SHOULD

9

ESTIMATION & DELIVERY PLANNING

PM / Tech Lead

☐

High-level effort estimates produced per workstream

MUST

☐

Delivery approach agreed — Scrum / Kanban / hybrid

MUST

☐

Team structure, roles, and onboarding plan confirmed

MUST

☐

Key milestones, release dates, and review cadence agreed

MUST

☐

Budget baseline set, approved, and change control defined

MUST

☐

Definition of Ready for first sprint agreed

SHOULD

☐

Tooling and environment setup plan confirmed

SHOULD

FORMAL DISCOVERY SIGN-OFF

PROJECT / PRODUCT MANAGER

Hanna Klimushka

Signature · Date

SPONSOR / CLIENT LEAD

Signature · Date

TECHNICAL LEAD

Signature · Date

SAMPLE

This is an anonymised work sample. Template created and used by Hanna Klimushka, IT Project & Product Manager.