**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11762&utm_source=integrated-content&utm_campaign=/content/proof-of-concept-templates&utm_medium=Proof-of-Concept+Checklist+doc+11762&lpa=Proof-of-Concept+Checklist+doc+11762)PROOF OF CONCEPT CHECKLIST**

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|  |  |  |  | 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. | |
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|  |  |  |  | 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. | |
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|  |  |  |  | Define POC Goals |  |
|  |  |  |  | What are you trying to achieve with your POC project? Communicate with internal stakeholders  to understand and align goals and expectations. | |
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|  |  |  |  | Specify Measurable Success Criteria |  |
|  |  |  |  | How will you verify that your goals have been achieved?  What metrics will you use to evaluate your idea? | |
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|  |  |  |  | Identify Team |  |
|  |  |  |  | Identify POC team members and their roles in the project. | |
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|  |  |  |  | Create a Timeline |  |
|  |  |  |  | Estimate duration based on the scope of the POC, important progress dates,  and requirements for project completion. | |
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|  |  |  |  | Plan Next Steps |  |
|  |  |  |  | Create a proposal for action steps to take if the POC is successful. | |
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