Success Criteria Template

Defining success criteria tells you whether or not the project was successful. As a best practice, use a template like the one below to help you record, document and align stakeholders on key project components.

Product requirements	• • •	
Priority requirements	• • •	
Goal metrics		
User engagement	Goal:	Actual:
User adoption	Goal:	Actual:
Technical issues/defects	Goal:	Actual:
% of features delivered/released	Goal:	Actual:
[Add metric]	Goal:	Actual:
[Add metric]	Goal:	Actual:
[Add metric]	Goal:	Actual:
Sign-offs	 Name / Date Name / Date Name / Date 	