**Epic Scaled Agile
Framework (SAFe)
Template**

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| 1. Epic Overview |
| Epic Name |
|   |
| Epic Owner | Epic ID | Creation Date | Last Updated |
|   |   |   |   |

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| 2. Epic Description |
| Summary | Provide a high-level overview of the epic. |
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| Details | Enter a detailed description of the epic's objectives, outcomes, and value to the organization. |
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| Goals | List the primary goals that the epic aims to achieve. |
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| 3. Business Context |
| Business Drivers | List the key business drivers or strategic objectives that this epic supports. |
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| Strategic Alignment | How does this epic align with the organization’s strategic themes or goals? |
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| 4. Value Proposition |
| Customer Value | Explain the value this epic will deliver to customers. |
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| Business Value | Explain the value this epic will deliver to the business. |
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| Key Metrics | List the metrics that will be used to measure the success of the epic. |
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| 5. Benefit Hypothesis |
| Hypothesis | Outline the expected benefits of the epic. |
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| Validation | Select the criteria for validating the hypothesis. |
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| 6. Lean Business Case |
| Problem Statement | Identify the problem or opportunity this epic addresses. |
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| Proposed Solution | Propose a solution to address the problem or seize the opportunity. |
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| Expected Outcomes | List the expected outcomes and benefits of the proposed solution. |
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| Economic Impact | Explain the economic impact, including costs and expected ROI. |
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| 7. Scope and Boundaries |
| In Scope | What is included within the scope of this epic? |
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| Out of Scope | What is excluded from this epic? |
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| 8. Acceptance Criteria |
| Conditions of Satisfaction | Detail the conditions that need to be met for the epic to be considered complete. |
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| Definition of Done (DoD) |   |
| Create a checklist of tasks and criteria that must be satisfied for the epic to be marked as done. |
| TASKS | CRITERIA |
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| 9. Implementation Strategy |
| Milestones and Phases | List the key milestones and phases for the epic's implementation. |
| MILESTONES | DATE / TIME PERIOD |
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|   |   |
| PHASES | DATE / TIME PERIOD |
|   |   |
|   |   |
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| Release Plan | Create a high-level release plan, including major releases and timelines. |
| MAJOR RELEASES | DATE |
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| 10. Enablers |
| Architectural Enablers | What architectural work is needed to support the epic? |
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| Infrastructure Enablers | What infrastructure work is needed to support the epic? |
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| 11. Risks and Mitigations |
| Risks | What potential risks are associated with the epic and mitigation strategies? |
| POTENTIAL RISKS | MITIGATION STRATEGIES |
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| Risk Mitigation Plan | Detail the plan for mitigating identified risks. |
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| 12. Stakeholders |
| List of Stakeholders | What key stakeholders are involved in the epic? |
| ROLE | NAME | CONTACT |
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| 13. Dependencies |
| Internal Dependencies | List the dependencies within the organization that impact the epic. |
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| External Dependencies | List the dependencies outside the organization that impact the epic. |
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| 14. Budget and Financials |
| Estimated Costs | Estimate the costs associated with the epic. |
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| Budget Allocation | Calculate the budget allocated for the epic. |
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| Financial Tracking | Explain how you will track finances related to the epic. |
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| 15. Approval and Sign-Off |
| Approval Process | Explain the process for obtaining approval for the epic. |
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| Sign-off Sheet | Document for stakeholders to sign off on the epic. |
| NAME / ROLE | SIGNATURE | DATE |
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| 16. Progress Tracking |
| Status | Enter the current status of the epic (e.g., not started, in progress, completed). |
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| Progress Updates | Provide regular updates on the progress of the epic. |
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| Key Performance Indicators (KPIs) | Select the metrics you will use to track the progress and success of the epic. |
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| 17. Comments and Notes |
| Provide any additional comments or notes related to the epic. |
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