

Free POC Checklist

7 essential validation steps for a Proof of Concept in software development

Project name: _____ Date: _____

Phase 1: Define the Problem and Question	Write Answer Here
☐ Write one problem in one line.	
☐ Write one question that the POC must answer.	
☐ Check stakeholder agreement on this goal.	

Phase 2: Set the Success Criteria	Write Answer Here
☐ Select 1 to 3 measurable metrics	
☐ State what a “pass” outcome is	
☐ State what a “fail” outcome is	

Phase 3: Fix Scope, Project Duration & Budget	Write Answer Here
☐ List only core features	
☐ Set an absolute completion date	
☐ Get approval of the maximum budget	

Phase 4: Choose the Tech Stack & Team	Write Answer Here
☐ Select the tools and languages	
☐ Assign a small team	
☐ Designate one lead for the project	

Phase 5: Develop Main Functionality	Write Answer Here
☐ Code to answer the main question only	
☐ Ignore design, polish or special cases	
☐ Keep the temporary source code simple	

Phase 6: Test and Measure the Result	Write Answer Here
☐ Run the test on collected data	
☐ Gather all results	
☐ Compare results against Phase 2 metrics	

Phase 7: Document & Build or Kill Call	Write Answer Here
☐ Document the learning	
☐ Share results with managers	
☐ Decision call: If go (build MVP), if no-go (stop the project)	