

Solution Overview Document

1. Document Control

Version: 1.0

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Prepared by: [Your Name/Team]

Reviewed by: [Reviewer Name]

2. Purpose

This document provides a high-level overview of the proposed solution for [Project/Problem Name]. It summarizes the key components, intended benefits, and approach without going into detailed technical specifications.

3. Background

Brief outline of the business context, existing challenges, and the driving factors for this solution.

4. Solution Summary

General description of the proposed solution, its main components, and how it addresses the business needs identified in the background.

5. Key Features & Benefits

- Feature or Capability #1 â€” brief description and benefit
- Feature or Capability #2 â€” brief description and benefit
- Feature or Capability #3 â€” brief description and benefit

6. High-Level Architecture

Outline the main architectural components or modules. Include a simple diagram if applicable.

[Insert architecture diagram or describe components, e.g., "Web Client → REST API → Database"]

7. Assumptions

- Assumption #1
- Assumption #2

8. Risks & Mitigations

- Risk #1 â€” Potential mitigation
- Risk #2 â€” Potential mitigation

9. Next Steps

1. Step 1 â€” Description
 2. Step 2 â€” Description
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Important Notes About Solution Overview Documents

- This document is intended for stakeholders to quickly understand the proposed solution at a high level.
- It should avoid deep technical detail and focus on communicating value, scope, and approach.
- Best used early in the project lifecycle to align understanding among business and technical teams.
- Regular updates are encouraged as project scope or understanding evolves.