


# Product Report Template

## Overview

Product Increment (PI) / Quarterly Business Review (QBR) Status Report			
Product	<add product name>		
Business Mission	<add the business mission - you can also include the GBUs being supported>		
Engineering / Technical Mission	<capture the high-level technical mission> <ul style="list-style-type: none"> <li>• &lt;you can list technical themes/Portfolio Epics/Epics in bullet points or Platform(s) support - high-level scope&gt;</li> <li>• #####</li> <li>• #####</li> <li>• #####</li> </ul>		
PI / QBR Start	<add the start date>	PI / QBR End	<add the expected end date>
PI / QBR Goal(s)	<add the PI / QBR goal(s) and objective(s)>		
PI / QBR Summary	<add summary of the main focus> for example, "In QBR 2, the squads were primarily focused on": <ul style="list-style-type: none"> <li>• &lt;you can capture high-level summary in bullet-points&gt; for example:</li> <li>• High level architectural design to support the standard xxxxxxx</li> <li>• #####</li> <li>• #####</li> <li>• #####</li> <li>• #####</li> </ul>		







## Committed Epics

Example 1 <you can integrate Jira to show the real-time status, but for a past event, you may want to have a screenshot>

issuekey	issuetype	summary	status
 Unable to locate Jira server for this macro. It may be due to Application Link configuration.			

Example 2 <integrate only issuekey from Jira individually and capture the rest manually to have a static image as at the time of report>

Key	Issuetype	Status	Epic summary & Comment
 Unable to locate Jira server for this macro. It may be due to Application Link configuration.	Epic	ANALYSIS	<add epic summary and comment>
 Unable to locate Jira server for this macro. It may be due to Application Link configuration.	Epic	BACKLOG	<add epic summary and comment>

 Unable to locate Jira server for this macro. It may be due to Application Link configuration.	Epic	<div style="background-color: #cccccc; padding: 2px; text-align: center; font-weight: bold;">BACKLOG</div>	<add epic summary and comment>
 Unable to locate Jira server for this macro. It may be due to Application Link configuration.	Epic	<div style="background-color: #cccccc; padding: 2px; text-align: center; font-weight: bold;">FUNNEL</div>	<add epic summary and comment>
 Unable to locate Jira server for this macro. It may be due to Application Link configuration.	Epic	<div style="background-color: #add8e6; padding: 2px; text-align: center; font-weight: bold;">IMPLEMENT</div>	<add epic summary and comment>
 Unable to locate Jira server for this macro. It may be due to Application Link configuration.	Epic	<div style="background-color: #008000; color: white; padding: 2px; text-align: center; font-weight: bold;">DONE</div>	<add epic summary and comment>
 Unable to locate Jira server for this macro. It may be due to Application Link configuration.	Epic	<div style="background-color: #cccccc; padding: 2px; text-align: center; font-weight: bold;">FUNNEL</div>	<add epic summary and comment>
 Unable to locate Jira server for this macro. It may be due to Application Link configuration.	Epic	<div style="background-color: #cccccc; padding: 2px; text-align: center; font-weight: bold;">ANALYSIS</div>	<add epic summary and comment>