# INNOVATION SUMMARY TEMPLATE

COLLABORATION-HQ

| INNOVATION COLLABORATION DETAILS | | |
|---|---|---|
| Project Name | | |
| Business Name | | Business Logo |
| Contact Name | | |
| Phone Number | | |
| Email | | |
| Project Manager | | |
| Phone | +61 403 316 164 | |
| Email | support@collaboration-hq.com | Project ID |
| Date | | |

| DOCUMENT TRACKING | | | |
|---|---|---|---|
| Revision | Edits Completed By | Date | Description to Edit |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| PROJECT |
|---|
| Overview *(High-level information describing proposed challenge, what the project works to achieve and business reasoning)* |
| |

| TECHNICAL REQUIREMENTS | | |
|---|---|---|
| Functional Requirements | | |
| ID | Description | Remarks |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

## LIMITATIONS

| ID | Description | Remarks |
|---|---|---|
| 1 | Please select one | |
| 2 | Please select one | |
| 3 | Please select one | |
| 4 | Please select one | |
| 5 | Please select one | |
| 6 | Please select one | |

## ADVANTAGES

| ID | Description | Remarks |
|---|---|---|
| 1 | Please select one | |
| 2 | Please select one | |
| 3 | Please select one | |
| 4 | Please select one | |
| 5 | Please select one | |
| 6 | Please select one | |

## TECHNICAL PROCESS FLOW

## OUTCOMES / DELIVERABLES

## ADDENDUMS & APPENDICES

## NOTES