SDI ScienceDocs Inc.
Research • Funding • AI Strategy • Est. 2004

Product Requirements Document Lite

A practical worksheet for translating a commercialization idea into a focused, testable product definition.

Use this tool to:	Define the problem, users, must-have capabilities, evidence needs, constraints, success measures, and next decisions before building or piloting a product.

1. Product Snapshot

Field	Working answer
Product / project name	
Version / date	
Owner / team	
Primary customer segment	
Primary user segment	
Commercialization stage	Idea / discovery / validation / pilot / launch
Target decision this PRD supports	Build / test / pilot / partner / seek funding / defer

2. Problem, Customer, and User Definition

Clarify the problem before describing features. A PRD should connect every proposed capability to a user need, buyer need, operational requirement, or evidence requirement.

Question	Notes / evidence
Problem statement	What specific pain, workflow gap, scientific bottleneck, operational inefficiency, or unmet need does this product address?
Who experiences the problem?	Describe the day-to-day users, technical users, operators, researchers, clinicians, administrators, or customers affected.
Who pays or approves?	Identify buyers, budget owners, procurement decision-makers, grant sponsors, licensing partners, or internal executives.
Current alternatives	What tools, workarounds, manual processes, consultants, competing products, or in-house systems are used now?
Evidence that the problem matters	Customer interviews, letters of support, waitlists, pilot requests, literature, operational data, reimbursement pressure, policy requirements, or funding signals.
Cost of inaction	Time lost, money lost, missed funding, compliance risk, quality issues, adoption friction, customer churn, opportunity cost, or competitive risk.

3. Requirements Checklist

	Requirement / question	Status	Notes / owner
☐	Core user problem is stated in one or two plain-language sentences.	Not started / In progress / Ready	
☐	Primary user and buyer are separated rather than treated as the same person.	Not started / In progress / Ready	
☐	At least three current alternatives or workarounds have been identified.	Not started / In progress / Ready	
☐	At least one source of real-world evidence supports the need for the product.	Not started / In progress / Ready	
☐	The product concept connects to a meaningful commercialization path, funding path, or operational value case.	Not started / In progress / Ready	
☐	Key technical, scientific, regulatory, reimbursement, data, or workflow constraints are named early.	Not started / In progress / Ready	
☐	Success criteria are defined before the team commits to major development work.	Not started / In progress / Ready	

4. Product Goals and Non-Goals

Product goal	Why it matters	How we will know it worked
Goal 1	Customer, user, business, funding, clinical, research, or operational rationale.	Metric, evidence signal, acceptance criterion, or decision threshold.
Goal 2	Customer, user, business, funding, clinical, research, or operational rationale.	Metric, evidence signal, acceptance criterion, or decision threshold.
Goal 3	Customer, user, business, funding, clinical, research, or operational rationale.	Metric, evidence signal, acceptance criterion, or decision threshold.
Goal 4	Customer, user, business, funding, clinical, research, or operational rationale.	Metric, evidence signal, acceptance criterion, or decision threshold.
Goal 5	Customer, user, business, funding, clinical, research, or operational rationale.	Metric, evidence signal, acceptance criterion, or decision threshold.

Non-Goals / Out-of-Scope Items

5. User Stories and Required Capabilities

Use this section to define the smallest useful version of the product. Keep requirements tied to user actions and evidence needs, not just desired features.

User / role	Need or action	Capability required	Priority	Acceptance criteria
Researcher / technical user	Upload or enter core project information	Guided intake fields and document upload	Must	User can complete intake without staff assistance.
Buyer / decision-maker	Understand value and risk	Summary dashboard or evidence brief	Should	Decision-maker can see problem, value, risk, and next step.
Administrator / operator	Track status and next actions	Workflow status and task ownership	Could	Owner, due date, and next action are visible.

6. Prioritization Matrix

Feature / capability	User value 1-5	Business / funding value 1-5	Effort 1-5	Priority decision
Capability 1				Must / Should / Could / Later
Capability 2				Must / Should / Could / Later
Capability 3				Must / Should / Could / Later
Capability 4				Must / Should / Could / Later
Capability 5				Must / Should / Could / Later

Feature / capability	User value 1-5	Business / funding value 1-5	Effort 1-5	Priority decision
Capability 6				Must / Should / Could / Later
Capability 7				Must / Should / Could / Later
Capability 8				Must / Should / Could / Later

7. Evidence, Data, and Validation Needs

Question to validate	Evidence needed	Source / method	Decision rule
Does the target user have a frequent and costly problem?	Interviews, workflow data, usage logs, literature, or operational metrics	Customer discovery / pilot / desk research	Proceed only if problem is repeated, urgent, and tied to value.
Can the proposed product produce a credible benefit?	Prototype results, modeling outputs, technical validation, benchmark tests	Prototype test / expert review	Proceed if benefit is measurable and reproducible enough for next stage.
Will buyers or partners support adoption?	Budget signals, letters of support, procurement pathway, partner feedback	Buyer interviews / partner conversations	Proceed if buyer path is credible and stakeholder resistance is manageable.

8. Constraints and Dependencies

Constraint Review

	Requirement / question	Status	Notes / owner
☐	Data access, quality, ownership, security, privacy, or interoperability constraints are understood.	Not started / In progress / Ready	
☐	Regulatory, clinical, scientific, safety, or quality requirements have been preliminarily considered.	Not started / In progress / Ready	
☐	Reimbursement, procurement, licensing, or partner dependencies have been identified where relevant.	Not started / In progress / Ready	
☐	Technical dependencies such as APIs, models, integrations, datasets, devices, or infrastructure are listed.	Not started / In progress / Ready	
☐	Operational dependencies such as training, workflow redesign, staffing, or change management are included.	Not started / In progress / Ready	
☐	Risks that could stop the product from moving forward are visible to decision-makers.	Not started / In progress / Ready	

9. Success Metrics and Launch/Pilot Criteria

Metric area	Proposed metric	Target / threshold	Measurement method
User adoption / engagement			
Customer or buyer interest			
Operational improvement			
Technical performance			
Commercial or funding progress			
Risk reduction / compliance			

10. Key Assumptions and Open Decisions

Assumption / decision	Why it matters	Evidence available	Risk level	Next action
Assumption 1				

Assumption / decision	Why it matters	Evidence available	Risk level	Next action
Assumption 2				
Assumption 3				
Assumption 4				
Assumption 5				
Assumption 6				
Assumption 7				

11. Next-Step Action Plan

Action	Owner	Due date	Expected output	Decision supported
Action 1				
Action 2				
Action 3				
Action 4				
Action 5				
Action 6				
Action 7				
Action 8				

PRD Lite Completion Check

Before using this PRD to guide development, confirm:

	Requirement / question	Status	Notes / owner
☐	The product is tied to a clearly defined problem and user group.	Not started / In progress / Ready	
☐	The buyer, funder, partner, or adopter is named separately from the user when appropriate.	Not started / In progress / Ready	
☐	Must-have capabilities are separated from nice-to-have ideas.	Not started / In progress / Ready	
☐	Each major feature connects to a goal, metric, evidence need, or stakeholder requirement.	Not started / In progress / Ready	
☐	Critical constraints and risks are documented rather than deferred.	Not started / In progress / Ready	
☐	The next decision is clear: continue discovery, build prototype, launch pilot, seek funding, partner, or pause.	Not started / In progress / Ready	

Need help applying this tool? ScienceDocs supports commercialization, change management, AI adoption, grant strategy, and operational optimization.