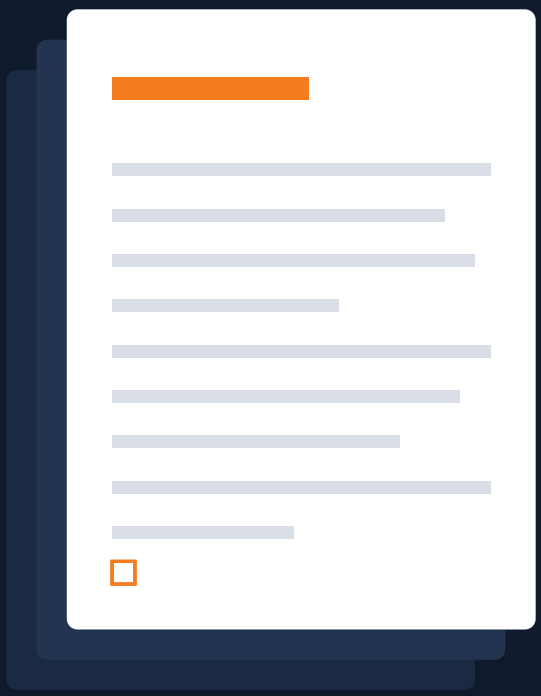
Documentation
Services Lab



FREE TEMPLATE

TECHNICAL DOCUMENTATION

Technical Specification

A pre-development plan or RFC that defines what will be built, how, and why.

INTENDED USERS

Software Engineers, Architects

TYPICAL USE CASE

Pre-development planning, technical RFCs

About this template

A Technical Specification (or RFC) gets agreement on a design before code is written. It states the problem, goals, proposed solution, alternatives considered, risks and rollout plan, so reviewers can challenge decisions early when they are cheap to change.

Detail	
Intended users	Software Engineers, Architects
Typical use case	Pre-development planning, technical RFCs

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Spec title		**Spec / RFC ID**	
Author(s)		**Reviewers**	
Status		**Target release**	

Version	Date	Author	Summary of changes
[1.0]	*[DD/MM/YYYY]*	*[Name]*	*[Initial release]*

01 Summary

GUIDANCE *Two or three sentences a busy reviewer can read to understand the proposal.*

02 Problem & Context

GUIDANCE *Explain the problem, who is affected, and any data that shows it matters.*

03 Goals & Non-Goals

GUIDANCE *Goals define success. Non-goals stop scope creep.*

Goals	Non-goals
[Measurable goal]	*[Explicitly out of scope]*

04 Proposed Solution

GUIDANCE *Describe the design: components, data model, APIs and key flows. Include diagrams.*

Design overview

Data model changes

Entity / table	Field	Type	Notes
[Entity]	*[Field]*	*[Type]*	*[Notes]*

API / interface changes

Method / interface	Change	Backward compatible?
[Endpoint]	*[Change]*	*[Yes/No]*

05 Alternatives Considered

GUIDANCE *Show you weighed other options and why they were rejected.*

Option	Pros	Cons	Decision
[Option]			*[Rejected because...]*

06 Security, Privacy & Performance

GUIDANCE *Note anything reviewers in these areas need to check.*

Security considerations	
Privacy / data handling	
Performance targets	
Scalability limits	

07 Risks & Mitigation

GUIDANCE *List what could go wrong, how likely and serious it is, and what you will do about it.*

Risk	Likelihood	Impact	Mitigation	Owner
[Risk]	*[L/M/H]*	*[L/M/H]*	*[Action]*	*[Role]*

08 Rollout & Testing Plan

GUIDANCE *Explain how the change will be tested, released and rolled back if needed.*

Phase	What happens	Success criteria	Date
[e.g. Feature flag 5%]	*[Description]*	*[Metric]*	*[Date]*

09 Open Questions & Decisions

GUIDANCE *Track unresolved questions so they do not get lost.*

#	Question / decision	Owner	Due	Status
1	*[Question]*	*[Name]*	*[Date]*	*[Open]*

10 Sign-off

GUIDANCE *Record reviewer approval before implementation starts.*

Role	Name	Signature	Date
Author			
Tech Lead			
Architect			

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YOUR TEMPLATE IS READY. YOUR TIME IS LIMITED.

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