POC Validation Plan

Prepared for [redacted]. Names, identifiers, commercial terms, and sensitive implementation details have been removed.

DECISION	SCOPE	TIMEBOX	AUDIENCE
Go / no-go evidence	2 priority workflows	2-week validation	Buyer + delivery team

POC Objective

Validate whether the proposed solution can support the buyer's highest-priority workflow without expanding into a general demo or open-ended implementation design session.

- Prove the critical path across two representative workflows.
- Confirm success criteria with buyer, product, solutions, and delivery owners.
- Document risks, assumptions, and remaining decisions before implementation scope is discussed.

Current POC Risk

- Buyer stakeholders are asking for different validation outcomes.
- Demo requests are expanding faster than success criteria.
- Implementation assumptions are being discussed before risk is documented.

Decision Questions

- Does the solution support the priority workflow with acceptable operational friction?
- Which integrations and data assumptions must be proven before scope is committed?
- Who owns the go/no-go decision and what evidence do they need?

1. Align

Confirm stakeholders, decision criteria, workflow scope, and validation responsibilities.

Days 1-3

2. Validate

Run focused workflow tests, capture evidence, and document unresolved assumptions.

Days 4-9

3. Decide

Review evidence, prepare executive summary, and recommend go, no-go, or revised scope.

Days 10-14

Validation Themes

THEME	WHAT MUST BE PROVEN	EVIDENCE	OWNER
Workflow fit	Priority workflow completes without critical manual workarounds.	Test notes, exception log	[redacted]
Integration readiness	System touchpoints and data assumptions are clear enough for planning.	Interface notes, assumptions list	[redacted]
Operational control	Approvals, access, and exception handling can be managed by the buyer team.	Role map, decision log	[redacted]

Success Criteria and Decision Outputs

This page shows how a POC is kept focused on evidence, ownership, and decision readiness.

Success Criteria

CRITERION	PASS SIGNAL	OPEN RISK	DECISION IMPACT
Priority workflow completed	End-to-end test completes with no critical blocker.	Exception handling may require operating rules.	Determines whether planning can proceed.
Data assumptions validated	Required fields, ownership, and source systems are confirmed.	Metadata gaps may affect automation readiness.	Defines phase 1 scope and sequence.
Approval path clear	Decision owner and reviewers agree on evidence needed.	Stakeholder misalignment could delay close or scope.	Clarifies go/no-go process.

Stakeholder Map

- Executive sponsor: decision value and risk tolerance
- Technical reviewer: architecture, security, and integration assumptions
- Operations owner: workflow fit and exception handling
- Delivery owner: implementation scope and sequencing

Decision Memo Outline

- POC objective and validation scope
- Success criteria status
- Risks, assumptions, and unresolved decisions
- Recommendation: go, no-go, or revise scope

Recommended Output

Use the POC readout to move from scattered validation requests to a clear decision: proceed to implementation planning, revise the scope, or stop before more effort is spent.

- POC plan
- Validation matrix
- Risk register
- Executive summary
- Go/no-go recommendation