**TOPx Problem Statement Template**

**Executive Champion:**

|  |
| --- |
| The most senior official (up to your agency’s Secretary, Administrator, etc.) who is aware of TOP and your problem statement, and supportive of your agency’s participation. |

*Type here, then delete the guidance above.*

**Challenge:**

|  |
| --- |
| 1-2 sentence call to action for technologists to develop digital tools that address the challenge you are putting forward to tech teams and other stakeholders.  **Example:** “Create digital tools and data sharing capabilities to support decisions across the broad range of stakeholders responding to the opioid crisis, such as public health, public safety, law enforcement, community groups, the private sector and individuals”  **Remember not to prescribe what the solutions should be.**   * “We’d like companies to build a mapping tool that shows our data with job listings” * “We envision tech tools that help communities find quality jobs near local resources” |

*Type here, then delete the guidance above.*

**Background:**

|  |
| --- |
| No more than 1 paragraph information on the context of the problem, including its history, magnitude, and the need for technology and data innovation. This should be a problem facing the public, not federal agencies. Avoid using jargon or “inside-the-beltway” terms (e.g., CAP Goal, ESSA), and use plain language. Get right to the point and lead with a human story. |

*Type here, then delete the guidance above.*

**Why this problem is important:**

|  |
| --- |
| No more than 1 paragraph explanation of why the problem matters, focusing on compelling stories about how this problem affects Americans’ lives. Feel free to include an example or two to illustrate the problem. |

*Type here, then delete the guidance above.*

**Target audience/end user:**

|  |
| --- |
| A few words on the target audience who would use the resulting products.  **Examples:** Youth experiencing homelessness; veterans; engaged citizens; individuals and families under 35; local officials or other local decision makers |

*Type here, then delete the guidance above.*

**Vision for sprint outcomes:**

|  |
| --- |
| 1 sentence vision of what the world looks like with tech solutions to the problem    **Example:** “Through access to data and user friendly digital tools, more Americans are aware of the hazards they face and what they can do to protect themselves and their families, and take action to get prepared” |

*Type here, then delete the guidance above.*

**Potential data sets:**

|  |
| --- |
| 5-6 open federal data sets that are relevant to the problem you are focusing on and if possible, where they can be found online (e.g., website or API links, file downloads etc). Remember that data can come from other agencies as well.  **Note:** Where possible, identify points of contact for each data set who will be able to answer questions about the data and participate in parts of the sprint. Data can come from other agencies as well.  **Example:** Data set name and/or description, Data set link, Data steward name, Data steward email |

*Type here, then delete the guidance above.*

**Points of contact:**

|  |
| --- |
| 1-3 individuals who will serve as points of contact for the problem statement. POCs participate in sprint milestones, address data or operational questions, and provide feedback on the products to tech teams.  **Example:** Name, Title, Office, Agency, Email |

*Type here, then delete the guidance above.*