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| **Project Information** |
| **Project Name:** |  |
| **Project Sponsor:** |  | **Project Manager:** |  |
| **Project Ref#** |  | **Project Size** |  |
| **Date Created:** |  | **Date Last Updated:** |  |
| **Project Description** | **Purpose or Justification for Project** |
|  |  |
| **Project Objectives** | **Expected Benefits** |
|  |  |
| **High level list of requirements** | **Constraints** |
|  |  |
| **Assumptions** |
|  |
| **Summary pf Major Milestones schedule** |
| **Milestone** | **Start** | **Finish** |
|  |  |  |
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|  |  |  |
| **List of Key Stakeholders** | **Overall Project Risks** |
|  |  |
| **Preapproved budget** |
|  |
| **Project Exit Criteria** | **Approved Documents Requirements** |
|  |  |
| **Signatories** |
| **Title** | **Name** | **Signature** | **Date** |
| **Portfolio Manager** |  |  |  |
| **Project Sponsor** |  |  |  |
| **Executive** |  |  |  |