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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** | |  | | | | |  | | |  |