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| Project Name | | Firstname Lastname  *Is responsible for delivery by MMMM YYYY* |
| Objectives  *(What are we trying to achieve? Not the day job, and “moves the needle” on getting to the Vision)* | **Background**  *(What triggered this and why?)* | |
| Team  *(Who is on the team and can they spare the time?)*   |  |  | | --- | --- | | Name | I can support - signature | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | **Assumptions/Constraints/Budget**  *(Any conditions attached? What will it cost?)* | |
| General Approach & Timescales  *(Outline plan and how long will it take? Not too trivial, but 90-180 days max. If more, break into phases)*   |  |  |  |  | | --- | --- | --- | --- | | **What** | **Who** | **When** |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Deliverables**  *(How will we know we have successfully finished it?)* | |
| Review Frequency   |  |  |  |  | | --- | --- | --- | --- | | Weekly | 2wkly | Monthly | ¼ly | | **Approval**  DCP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_/\_\_/\_\_ | |
| Reviews *(most recent ones only)*   |  |  | | --- | --- | | **Date** | **Headline** *(On track? On budget? Risks?)* | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | | |

**Revision History**

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| DD/MM/YY | XX | First Issue on dd/mm/yy |
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