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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?)*

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| Name | I can support - signature |
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 | **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)*

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| **What** | **Who** | **When** |  |
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 | **Deliverables***(How will we know we have successfully finished it?)* |
| Review Frequency

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| --- | --- | --- | --- |
| Weekly [ ]  | 2wkly [ ]  | Monthly [x]  | ¼ly[ ]  |

 | **Approval** DCP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_/\_\_/\_\_ |
| Reviews *(most recent ones only)*

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| **Date** | **Headline** *(On track? On budget? Risks?)* |
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**Revision History**

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