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| **SUMMARY** |
| **Project Name** |  |
| **Executive Sponsor** |  |
| **Project Manager or Lead** |  |
| **Project Start – End Dates** |  |
| **Project Purpose** |  |
| **Budget /Resources** |  |
| **Approved Date** |  |
| **Approving Body** |  |

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| **SCOPE** |
| **Purpose (required):** The purpose typically states the key project results at a high level, the key beneficiaries, and the broader social good toward which this project will contribute. 1-2 sentences. **Background (optional):** Briefly outline why this initiative is being undertaken and cite specific reports, legislation, or decisions (i.e., Executive Council, Board, ELT) relevant to the work. **Inclusion/ exclusion criteria (required):** What is included and excluded under this project? Be clear. Be brief.  |

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| **BENEFITS** |
| List ALL major results to be realized. Include outputs and outcomes. |
| * xxx
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| **PERFORMANCE METRICS** |
| Key Indicators. Ideally 3 but no more than 5. Include link to strategic plan goals / KPI in rationale, as appropriate. |
| **Indicator** | **Baseline** | **Benchmark** | **Target** | **Rationale** |
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| **MILESTONES & DELIVERABLES** |
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| **Deliverables (Quantify – be specific)** | **Main Tasks** | **Start** | **End** | **Lead** |
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| **POTENTIAL ISSUES & RISKS** |
| **Issue / Risk** | **Description** | **Probability****(H, M, L)** | **Impact****(H, M, L)** |
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| **PROJECT BUDGET/ RESOURCES** |
| Identify the funds and resources required to carry out the project. |
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| **PROJECT TEAM** |
| **Role** | **Name** | **Business Area** |
| Chair |  |  |
| Member |  |  |
| Member |  |  |
| Project Manager or Lead |  |  |
| Resource |  |  |

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| **AUTHORIZATION** |
| Approved by Project Sponsor: |  | Date:  |
| Approved by Project Manager: |  | Date:  |