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| **Program Name:** | | |  | |
| **Program Stakeholder:** | | |  | |
| **Program Team** | | | | |
| **Program Administrator:** | |  | | |
| **Program Manager:** | |  | | |
| **Program Members:** | |  | | |
| **Date Closed:** | |  | | |
| **Program Scope:** | **Planned** | | | **Achieved** |
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| **Program goals:** | **Planned** | | | **Achieved** |
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| **Program Benefits:** | **Planned** | | | **Achieved** |
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| **Benefit Not Achieved:** | **Planned** | | | | **Notes** | |
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| **Program Parameters** | | **Planned** | | **Achieved** | | |
| **Timeframe:** | |  | |  | | |
| **Estimated Cost(s):** | |  | |  | | |
| **Update lesson learned:** | |  | | | | |
| **Final Reporting:** | | The report has gone to: | | | | |
| **Sign Off - Program Closure** | | | | | | |
| **Governance board**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name, Company** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date** | | | |
| **Sponsor/ Customer**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name, Company** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date** | | | |
| **Program Administrator**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name, Company** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date** | | | |