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| **1. Project Information** | | **2. Business Сase** |
| Project Name: | Provide a concise yet descriptive name for the | Explain the rationale behind the project, including the problem or opportunity it addresses, and how it aligns with your organization’s strategic objectives |
|  | project |
| Project | Brie昀氀y describe the |
| Description: | project, including its |
|  | purpose and expected |
|  | outc |

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| **3. Project Deliverables** | **4. Project Bene昀椀ts** |
| List the key deliverables of the project, including the products, services, or results to be produced | Describe the expected bene昀椀ts of the project, such as cost savings, increased e昀케ciency,  or improved customer satisfaction |
| Deliverable 1 | Bene昀椀t 1 |
| Deliverable 2 | Bene昀椀t 2 |
| Deliverable 3 | Bene昀椀t 3 |

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| **5. Project Risks** |
| Identify potential risks or obstacles that may impact the project, as well as any mitigation strategies |
| Risk 1 |
| Risk 2 |
| Risk 3 |

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| **6. Project Budget** | |  | **7. Project Milestones** | |
| Provide an estimated budget for the project, including breakdowns for speci昀椀c tasks or resources | |  | List the major milestones of the project, as well as their target dates | |
| Total Budget: $ | |  | Milestone 1 | MM.DD.YY |
| Breakdown: | |  | Milestone 2 | MM.DD.YY |
| Task/Resource 1 | $ |  | Milestone 3 | MM.DD.YY |
| Task/Resource 2 | $ |  |  |  |
| Task/Resource 3 | $ |  |  |  |

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| --- | --- | --- | --- |
| **8. Project Team Members** | List the team members responsible for the project, including their roles  and contact details | | |
| **Role** | **Name** | **Email** | **Phone** |
| Project Manager |  |  |  |
| Team Member 1 |  |  |  |
| Team Member 2 |  |  |  |
| Team Member 3 |  |  |  |

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| **9. Project Stakeholders** | | Identify the main stakeholders involved in the project, including  their roles, expectations, and speci昀椀c requirements |
| **Role** | | **Expectations** |
| Stakeholder | 1 |  |
| Stakeholder | 2 |  |
| Stakeholder | 3 |  |

|  |  |  |
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| **10. Project Stakeholders** | | |
| Include a project approval section, with space for signatures from the project sponsor or other key stakeholders | | |
| Project Sponsor: | Date |  |
| Additional Approvals (if needed): | Date |  |