Project Name:

**August 2021**

Document Status: Draft | In Review | Approved

**Introduction:**

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| **Goals of Project** |
| ***SMART: S****pecific,* ***M****easurable,* ***A****ctionable,* ***R****elevant, and* ***T****ime-bound* |

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| **Deliverables** |
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| **Business Case / Background** |
| **Why are we doing this?** |

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| **Benefits, Costs, and Budget** |
| **Benefits**  **Costs:**  **Budget needed:** |

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| **Scope and Exclusion** |
| **In Scope:**  **Out of Scope:** |

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| **Project Team** |
| **Project Sponsor**  **Project Lead**  **Project Team**  **Additional Stakeholders** |

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| **Measuring Success:** |
| **What is acceptable:** |