Stakeholder Agreement

# 1. Introduction

This Stakeholder Agreement confirms the alignment and commitment of all key stakeholders to the objectives, scope, and success criteria of the Windows 11 Laptop Migration Project.

# 2. Project Objectives

The primary objectives of this project are as follows:  
- Migrate approximately 800 corporate laptops from Windows 10 to Windows 11 prior to the end-of-support deadline.  
- Ensure all critical business applications are tested and verified for Windows 11 compatibility.  
- Minimize downtime and user disruption through phased deployment and pilot testing.  
- Provide comprehensive training and communication to end users.  
- Meet compliance requirements for security and configuration.

# 3. Stakeholder Commitments

By signing this agreement, stakeholders confirm they will:  
- Provide the necessary resources and support to achieve the project objectives.  
- Participate in regular reviews and decision-making activities.  
- Support risk identification, mitigation, and resolution efforts.  
- Communicate any changes or concerns that may affect project success in a timely manner.

# 4. Approvals

The following signatures indicate agreement with the project objectives and stakeholder commitments outlined above:

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| Stakeholder Name | Role/Department | Signature & Date |
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