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| **Prepared by** | | **Date** | | | | | **Executive Sponsor** | | |
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| **Project Information** | | | | | | | | | |
| **Project Aim** |  | | | | | | | | |
| **Rationale** | *(Provide reason for the project. Identify the problem to be addressed.)* | | | | | | | | |
| **Key Area of Focus** |  | | | | | | | | |
| **Start Date** |  | | | **Projected End Date** | | | | |  |
| **Project Objectives (SMART):** | | | | | |  | | | |
| *Statements of specific, measureable, achievable, relevant, timely outcomes* | | | | | | | | | |
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| **Project Scope – IN** | | | | | **Project Scope - OUT** | | | | |
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| **Expected Benefits:**  **Benefit** | | | **Measure** | | | | | Stakeholder | |
| *What is the benefit?* | | | *What is the measure?* | | | | | *Who benefits?* | |
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| **Expected implementation costs:** | | | | | | | | | |
| **Costs** | |  | | **Estimated costs** | | | | **Stakeholder** | |
| *Description of the cost* | | | | | *What are the estimated costs?* | | | *Who will experience the cost?* | |
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| **Milestone** | Start Out | Define & Scope | | | Measure & Understand | Design & Plan | | Pilot & Implement | Sustain & Share |
| **Target Completion Date** |  |  | | |  |  | |  |  |
| **Project Team:** | | | **Role:** | | | | **Time commitment:** | | |
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| **Additional Resource Requirements:** | | | | | | | | | |
| *e.g. staff time, specialist/expert input, equipment and materials.* | | | | | | | | | |
| **Additional Information:** | | | | | | | | | |
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