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| **General Project Information:** | |
| Project Name: |  |
| Sponsor(s): |  |
| Project Manager: |  |

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| **Project Description and Purpose:** |
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| **Project Impacts:** |
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| **Project Scope and Limitations:** |
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| **Project Objectives and Success Criteria:** | |
| Objective | Measurable Outcome |
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| **Deliverables:** | |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

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| **High Level Requirements:** | |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

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| **Summary Milestone Schedule:** | | |
| Milestone | Description | Date |
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| **Summary Budget:** | |
| Personnel |  |
| Capital |  |
| Non-personnel operational |  |

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| **High Level Risks:** | |
| Risk | Mitigation |
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| **Assumptions and Constraints:** | |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

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| **Project Team:** | | | |
| Role | Responsibility | Level of Effort | Resource |
|  |  |  |  |
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| **Major Stakeholders:** | |
| Name | Department/Organization |
| Students |  |
| Staff |  |
| Administration |  |
| Clients |  |
| Visitors |  |
|  |  |

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| **Approvals:** | | | |
|  | Name | Signature | Date |
| Project Sponsor |  |  |  |
| Project Sponsor |  |  |  |