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| **Current Situation** | **Known Project- Specific Issues, Risks and Dependencies** |
|   |  |
| **Description of Proposed Solution and Key Impacts** | **People Resource Requirements** |
|  | **Role** | **Estimated Level of effort** | **Team Manager** |
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| **Evaluation of Alternatives** | **Implementation Schedule** |
|  | **Major Deliverable** | **Due Date** | **Responsible Person/Role**  |
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| **In-Scope and Out-of-Scope Considerations** | **Measurement of Success** |
|  | **Success Metric**  | **Data Source** | **Improvement Timeframe** | **Baseline Value** | **Expected Value** |
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| **Signature & Funding** |
| **Project Lead** | **Customer** | **IS Director** | **Requires Funding (Y/N)?** | **How Much?** | **Capital/Opex/Both?** |
|  |  |  |  |  |  |