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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?** |
|  |  |  | | |  |  | |  |