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| **Client Name** | |  | | | |  | **Start Date** | |  | | **Revised** | | |  |
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| **Background** | | | | | |  | **Problem Statement** | | | | | | | |
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| **Current Condition** | | | | | |  | **In Scope** | | | | **Out of Scope** | | | |
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| **Desired Future State, Goals, Targets** | | | | | |  |
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|  | **Schedule** | | | | | | | |
|  | **Phase** | | **Duration** | | **Begin** | | | **End** |
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| **Potential Barriers to Success** | | | | | |  |  | |  | |  | | |  |
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| **Project Team** | | | | | | | | | | | | | | |
| **Name** | | | **Organization** | | **Title/Role** | | | **Phone** | | **Email** | | | | |
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| **Approved** | **Client** | | |  | | | | | | | | **Date** |  | |
| **Project Team** | | |  | | | | | | | | **Date** |  | |