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| **Project Governance and Management** |
| Executive Sponsor | [Who are the ITEC/executive sponsor(s) for this project] |
| Project Manager | PM Assigned |
| Version Number | 1.0 |
| Date Last Updated | DD/MM/YY |

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| **Project Introduction**  |
| **Background/Issue** |
| [Provide background and a brief description of the business need/problem to be solved]  |
| **Project Impact/Benefits** |
| [Tangible, Intangible] |
| **Project Goals** |
| [Describe the objectives, goals to be achieved, desired outcomes] |
| **Success Criteria** |
| [What are the ways to measure that the goals are being met?] |
| **Requestor** |
| [Who, what business group is requesting the project] |

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| **Project Approach** |
| [Describe what will be done, how it will be done. Phases, pilots, software selections, contractors, etc.] |

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| **Project Scope** |
| **Functional Scope** |
| In Scope: [Key In-scope business processes/functions]Out of Scope: [What is not in scope] |
| **Systems Scope** |
| [What Systems and Interfaces will be impacted/required? – If known. A systems/interface diagram could be included] |
| **Key Deliverables Scope** |
| [List key deliverables] |
| **Organizational Scope** |
| [Specify areas, groups, and individuals that may be impacted by the project. Who will be impacted by the new system/processes, etc.? A business area organization chart could be included.] |

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| **Assumptions** |
| [Document any assumptions that could significantly affect the project depending on their outcome.] |
| **Potential Risks** | **Mitigation** |
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|  **Dependencies** |
| [Identify any other efforts that are related to, that affect, or that may be affected by, the effort being planned. Also identify major organization groups, processes, standards, etc. that could affect, or be affected by, the team. Document each related effort's (and/or other entity’s) relationship to your team, the interdependencies among efforts (and/or other entities), and a Degree of Impact of “High”, “Med” or “Low”.] |

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| **Projects/Efforts** | **Description of Dependency or Impact** | **Degree of Impact** | **Schedule****Dependencies (Date Required)** |
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| **Team Resource Requirements** |
| [Specify core team roles and extended team roles. For each role, include a brief description, amount of time required, and name of person(s) assigned to role if known] |

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| **Role** | **Description** | **FTE per Month** | **Assignment** |
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| **Date** | **Schedule – Milestone/Key Deliverable** |
| DD/MM/YY | [or include a high level Gantt Chart] |
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| **Budget/Cost Assumptions** | **Amount** |
| **Budgeted Amount:** |  |
| **Implementation:** |  |
| Software |  |
| Contractors |  |
| Hardware |  |
| Other |  |
| Total Estimated Implementation Costs |  |
| **Ongoing:** |  |
| Licensing |  |
| Support |  |
| Other |  |
| Total Ongoing Costs |  |