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| **Client Name** |  |  | **Start Date** |  | **Revised** |  |
|  |  |  |  |  |
| **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** |  |