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| **Identification** |
| **Project ID:** |  | Phase: | **Planning** |
| **Version:** |  | Date: |  |
| **Project Sponsor:** |  |
| **Project Manager:** |  |

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| **Required Documents** |
|  | **Document Completed?** | *If NO was checked, briefly justify the reasons for omitting the required document.* |
|  **YES NO** |
| **Functional Requirements:** |  [ ]  [ ]  |  |
| **Technical Specifications:** |  [ ]  [ ]  |  |
| **Comprehensive Project Plan:** |  [ ]  [ ]  |  |
| **Risk Log:** |  [ ]  [ ]  |  |
| **Issue Log:** |  [ ]  [ ]  |  |

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| **Sponsor Approval** |

 *By signing this you are approving the project plan based upon the information contained within the document*

**Project Sponsor**

 **Date**