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| **Project Identification** | | | |
| **Project Name:** |  | **Phase:** | Initiation |
| **Version:** |  | **Date:** |  |
| **Project Sponsor:** |  | | |
| **Project Manager:** |  | | |

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| **Schedule** |
| *Create a high-level project schedule.* |

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| **Date** | **Event** | **Priority**  **(Low, Medium, High)** |
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| **Communications Plan** |
| *Describe the communication layout for the project. This should include the type of information being communicated, the stakeholder(s) it is being communicated to, the mode by which it will be delivered, and how often the process will take place.* |

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| **Stakeholder** | **Information** | **Delivery Mode** | **Frequency** |
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| **Budget Plan** |
| *Complete a budget plan including costs for labor, purchasing materials, and other costs.* |

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| **Labor** | | | | |
| *List any incurred expenses as a result of labor. Note that in house labor does not need to be calculated and is not considered part of the budget. Only labor that requires additional payment beyond already existing labor costs is needed (i.e. outsourcing, additional help, designers, etc.)* | | | | |
| **Name** | **Position** | **Hours** | **Wages** | **Total** |
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| **Purchasing Materials** | | | |
| *List any major purchases of materials that the project will need.* | | | |
| **Item** | **Quantity** | **Cost** | **Total** |
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| **Other Costs** | | | |
| *List any other costs the project will need to incur. This includes permits, rights, and anything else not included in the first two categories.* | | | |
| **Item** | **Quantity** | **Cost** | **Total** |
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| **Quality Assurance Planning** |
| *Define a plan, standards, and activities to control the quality of the project* |

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| **Quality Plan**  *What is the overall plan for assuring proper quality of the project?* |  |
| **Quality Standards**  *What are acceptable and unacceptable quality guidelines?* |  |
| **Quality Assurance Activities**  *What activities will be used to control the quality standards and plan during the project?* |  |

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| **Activity-Responsibility Matrix**  ***Participation Codes: E = Execution; A = Approval Authority; I = Inform***  *Execution- Those in charge of actually performing the activity*  *Approval- Those in charge of approving the finished activity*  *Inform- Those needed to be kept in the loop during the activity execution* |

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| **Activity** | **Name(s) Involved** | **Participation**  **Code** |
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| **Organizational Chart** |
| *Define the project’s organizational structure.* |

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| **Sponsor Approval to Proceed** |

By signing below, the project sponsor approves the project to proceed based upon all documentation and information up to this point.

**Project Sponsor Name**

**Project Sponsor Signature**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**