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

|  |  |  |
| --- | --- | --- |
| **Required Documents** | | |
|  | **Document Completed?** | *If NO was checked, briefly justify the reasons for omitting the required document.* |
| **YES NO** |
| **Kickoff Agenda:** |  |  |
| **Project Definition:** |  |  |
| **Preliminary Project Plan:** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Final Decision** | | | |
| *This is the final decision whether to continue with the project or not. If YES is the decision then specify a start date for the project.* | | | |
| **Selection Committee Decision:** | **YES**  **NO** | Start Date: |  |
| **Project Manager Signature:** |  | | |