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| **Project Identification**  |
| **Project Name:** |  | Phase: | **Initiation** |
| **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** |
| **Kickoff Agenda:** |  [ ]  [ ]  |  |
| **Project Definition:** |  [ ]  [ ]  |  |
| **Preliminary Project Plan:** |  [ ]  [ ]  |  |

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| **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:** |  |