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| --- | --- |
| **Title:** | |
| **Project  sponsor:** | **Date:** |
| **Outline  description**: | |
| **Project objectives/ outcomes**: | |
| **Relevance to  organisational  objectives/policies:** | |
| **Main tasks**: | |
| **Resources**  **People (including  other parties):**  **Money**:  **Other**: | |
| **Sources of finance:** | |
| **Timescale**: | |
| **Responsible party  (HA/HNF/other):** | |
| **Marketing and branding**: | |
| **Maintenance:** | |
| **Main risks**: | |
| **Monitoring and  reporting**: | |
| **Other comments:** | |