## Project Leader:

**Technical Services Analyst:**

## Product Line:

**Departmental Champion:**

## Revision date:

**Current project status:**

<table>
<thead>
<tr>
<th>Project Leader signoff</th>
<th>Date</th>
<th>Departmental Champion signoff</th>
<th>Date</th>
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## Project Scope

### Project Objective:

- Report definition
- Phase definition
- Data source definition
- Interface definition
- Client definition
- Workstation matrix
- Access
- Printing
- Server
- Data retention
- Timeline
I am in concurrence with the above project scope as of this date.

__________________________________________

Project Leader                                    Date

__________________________________________

Project Client                                    Date

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Project Client                                    Date