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|  | **Planner Last Updated** |  |

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| **Initiative** |  | | | | | | | | | **Code** |  | |
| **Purpose** |  | | | | | | | | | | | |
| **Strat Objective** |  | | | | | | | | | | | |
| **Target Process(es)** |  | | | | | **KPI** |  | | | | | |
| **Objectives** |  | | | | | | | | | | | |
| **Project Manager** |  | | | **Unit Name** | |  | | | | | | |
| **Team Members** |  | | | | | | | | | | | |
| **Date**  **Started** |  | **Original**  **Deadline** |  | | **Revised**  **Deadline** | | |  | **Completion**  **Date** | | |  |
| **Notes** |  | | | | | | | | | | | |

**Work Plan**

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| **#** | **Major Activities** | **#** | **Sub-Tasks** | **Days** | **Who** | **Resources** | **Cost** |
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| **TOTAL** | | | |  | **TOTAL** | | $ |

*Add additional rows as required.*