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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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*Add additional rows as required.*