

PROJECT NAME

DATE

OWNER(S)

APPROVER

C

Context

Why this matters and what's happening now, in 2 to 3 sentences.

LINKS AND FILES

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O

Objective

One outcome, written as the finished result.

PLAN

Steps to get there

#	STEP	OWNER	DUE
1			
2			
3			
4			

R

Rules

RULE	WHAT IT MEANS

D

Definition of Done

#	DELIVERABLE	DONE WHEN	APPROVED BY	DUE
1				
2				
3				
4				

D

Due

FINAL DEADLINE	CHECK-INS