**PROJECT ACTIVITY SCOPE**

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| PROJECT NAME: |  | DATE: |  |
| PROJECT DESCRIPTION: | | | |
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| --- | --- | --- | --- |
| PROJECT START DATE: |  | PROJECT END DATE: |  |
| PROBLEM TO SOLVE/OBJECTIVE: | | DELIVERABLES AND TIMELINES: | |
|  | |  | |
| METRICS: | |
|  | |

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| --- | --- |
| **TEAM MEMBER NAMES** | |
| **OE PM/Consultant:** | **Executive Sponsor**: |
|  |  |
| **Project Leads:** | **Team Members:** |
|  |  |
| **Review Team** (as needed): |
|  |