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| --- | --- | --- | --- | --- |
| **Justification Report Title** | | | | |
| Report Date: | |  | | |
| Prepared By: | |  | | |
| Contact Email: | |  | | |
| Prepared For: | |  | | |
| Project Type: | |  | | |
| Projected Start Date: | |  | | |
| Projected Completion Date: | |  | | |
| Total Estimated Budget: | |  | | |
| Version No.: | |  | | |
| **Project Overview** | | | | |
| Summary: | | | | |
| Objectives: | | | | |
| Project Benefits: | | | | |
| **Project Scope** | | | | |
| In Scope: | | | | |
| Out of Scope: | | | | |
| **Deliverables** | | | | |
| Deliverable 1 | | | Description | |
| Deliverable 2 | | | Description | |
| **Projected Schedule** | | | | |
| Phase 1 | Start Date | | | Completion Date |
| Phase 2 | Start Date | | | Completion Date |
| **Cost Breakdown** | | | | |
| Item | Description | | | Cost |
| Item | Description | | | Cost |
| Subtotal | Tax | | | Grand Total |
| Proposal Approved By: | | | | |
| Authorized Signature: | | | Date: | |
|  | | |  | |