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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: |
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