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| --- | --- | --- | --- |
| Project/Tranche/Programme name |  | | |
| Date: |  | | |
| Author: |  | | |
| Document reference: |  | Version: |  |

## Revision History

|  |  |  |
| --- | --- | --- |
| Date | Summary of changes | Version |
|  |  |  |
|  |  |  |

**Approvals**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Version | Date | Approval context | Signature |
|  |  |  |  |  |
|  |  |  |  |  |

**Distribution**

|  |  |  |  |
| --- | --- | --- | --- |
| Distributed to: | Version | Date | Signature |
|  |  |  |  |
|  |  |  |  |

## Background

|  |
| --- |
| Context |
| Assumptions |
| Constraints |
| Dependencies |

## Summary

|  |
| --- |
| Scope |
| Schedule |
| Finance |
| Risk |
| Resource |
| Change |
| Stakeholders |

## Justification

|  |
| --- |
| Recommended justification |
| Do nothing option |
| Rejected options |