[Project Name]

**Approved**

| **Name** | **Approved/Not Approved** | **Signature** | **Title** | **Date** |
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| Author: | [Name], Business Analyst, ITS |
| **Version:** |  |
| **Date:** | 23 October 2013 |

# **Objective**

[Provide the objective this work plan is required to meet.]

# **Tasks**

[List down the tasks that will be undertaken to meet the above stated objective.]

# **Deliverables**

[List down the deliverables that will be produced to meet the above listed tasks.]

# **Communication Channel**

[Provide a brief description of the communication process that will take place to meet the above listed deliverables and escalation of issues]

# **Timeline**

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| --- | --- | --- | --- | --- | --- |
| **Week #** | **Activity** | **Start Date** | **Finish Date** | **Dependencies** | **Progress** |
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