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| **Project Name:** | **Project Number:** | **Prepared by:**  | **Date:** |
|  |  |  |  |
| **Customer:** | **Business Unit:** | **Contact Name:** | **Project Type:** |
|  |  |  | [ ] Mini [ ] Standard [x] Complex |

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| Introduction | This document aligns the project team on a particular issue or challenge and options to consider. It explains the options, the relevant benefits, and risks. It will also document which decision is made and approved by the stakeholders. |

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| QUESTION |  |
| DECISIONS |  |
| ASSUMPTIONS |  |
| RISKS ACCEPTED |  |
| ALTERNATIVES CONSIDERED |  |

***By approving this document you are in agreement with the decision as described herein.***

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| --- | --- | --- | --- |
| **STAKEHOLDER** | **NAME** | **SIGNATURE** | **DATE** |
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