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This form formalizes approval for the <Name of Project> Project.

Topic	Description
<i>Project Name</i>	
<i>Project Number</i>	
<i>Department or Business Unit Name</i>	
<i>Department or Business Unit Cost Center</i>	
<i>Sponsor Name and Telephone Number</i>	
<i>Project Manager Name and Telephone Number</i>	

Project Description
<i>Provide a description of the project.</i>

Provide approval information in the following table.

Responsibility / Organization	Name	Approved Signature	Date	Comments (e.g., major or minor, cost, not approved)
<i>Project Sponsor</i>				
<i>Business Owner</i>				
<i>Project Manager</i>				



Responsibility / Organization	Name	Approved Signature	Date	Comments (e.g., major or minor, cost, not approved)
<i>Department or Business Unit</i>				
<i>Information Technology</i>				

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