

<Insert Project Name>

Executive Summary

Project Phase: **Initiation**

Customer: <Insert Client Name>

Document ID: <Insert Document Identification Number>

Name	Position Title	Organization	Signature	Date

Executive Summary

Document Purpose

This document outlines the scope, objectives and participants involved in the project. It will provide a preliminary statement regarding the project goals and key stakeholders. It serves as a reference of authority for the future of the project.

Version History

Version	Author	Date Issued	Change Description

Project Team Members

Name	Title	Role

Contacts

	Author	Customer
Name:		
Title		
Organization:		
Address Line 1:		
Address Line 2:		
Address Line 3:		
Telephone:		
Email:		

Executive Summary

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1. **Overview**
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