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|  | **PRIVATE OFFICE TASKER** |
|  | PO-PDD-201X-0X-2999-01 |

**To: ASG DPP, (Put ASG’s name here)**

**Tasker Title: (Give it a meaningful title)**

**Action Officer: (Put your name Here)**

**DOCUMENT HISTORY SECTION**

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# ****REFERENCES****

1.

**CHANGE SUMMARY SECTION**

|  |  |  |
| --- | --- | --- |
| **Revision Date** | **Summary of Changes** | **Version** |
|  | Original Version | 01 |
|  |  |  |

# ****DOCUMENT APPROVAL SECTION****

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| **Name** | **Signature** | **Title** | **Date** | **Version** |
| Bragdeno Hlentaty |  | Secretary-General |  | 01 |
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# Project Objectives and Summary

This project will deliver a (complete this paragraph giving as much information regarding what must be developed, what the outcomes should be.) the proposed benefits of delivering the business change)

# Project Background

(Give a clear and concise explanation as to why this project must be undertaken)

# proposed Benefits

(Define in clear terms and as aqurately as possible, the proposed benefits of doing this project)

# Organisational Constraints

(Provide any organisational constraints which need to be considered when doing the project. Is this project part of a programme?).