



PRIVATE OFFICE TASKER
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To: ASG DPP, (Put ASG's name here)
Tasker Title: (Give it a meaningful title)
Action Officer: (Put your name Here)

DOCUMENT HISTORY SECTION

This document is only valid on the day it was printed. The source document is under configuration control and can be viewed on-line through the Document Management System (CRDMS) in the Marketing and Sales section.

REFERENCES

- A.
- B.

CHANGE SUMMARY SECTION

Revision Date	Summary of Changes	Version
	Original Version	01

DOCUMENT APPROVAL SECTION

Name	Signature	Title	Date	Version
Bragdeno Hlentaty		Secretary-General		01

DOCUMENT DISTRIBUTION SECTION

Name	Title	Date	Version

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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 accurately 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?).