**SOFTWARE PROJECT DESCRIPTION**

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| PROJECT NAME |
|  |
| PREPARED BY | TITLE | DATE |
|  |  |  |
| EMAIL | PHONE |
|  |  |

# project overview

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# purpose / goals

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| OBSTACLES |   |
| INDUSTRY / MARKET RISK FACTORS |   |
| BUDGETARY RISK FACTORS |   |
| HARDWARE COMPATIBILITY |   |
| SOFTWARE EMPLOYED |   |

# TIMELINE / MILESTONES

OVERVIEW

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| **MILESTONE** | **REPORTING** | **DEADLINE** |
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| DEPLOYMENT / DISTRIBUTION |   |
| TESTING |   |
| DOCUMENTATION |   |
| SUPPORT |   |
| TRAINING |   |

# COST STRUCTURE

OVERVIEW

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| **NEEDS / INVESTMENT** | **COST** |
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| ESTIMATED TOTAL COST |  |

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