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| **Project Details** | **Project Details** |
| Project Names: Full Name of your project to include the name of the process in which the the opportunity exists  Project start date  Project Lead/BPR Professional | Project Start Date  BPR Lead Name  BMA Domain Impacted (if applicable)  Defense Business Systems Impacted (if applicable) |
| **Challenge Definition** | **Background/Business Impact** |
| A clear description of the problem at hand with information related to its severity and impact. The challenge definition should not dictate a solution, but include primary stakeholder and thefuture state objectives this project will address. | Provide context for the project and summarize the business problem and its impact. Who, what, where, when and extent.   * How would you describe the project to your manager? * Why is it urgent to do this project? * How does this link to your functions or key initiatives? * What would happen if the problem is not addressed? |
| **Scope** | **Risks, Constraints and Assumptions** |
| * In: Clarifies what will be included in project. Includes the start and end of the process; products, systems, transactions and customers that will be included. * Out: Clarifies what will not be included, what will not be investigated, and what is out of bounds. | * List known risks as identified for this project. * Describe the anticipated events, circumstances and outcomes taken for granted. * List the business or technical limitations imposed on the project. |
| **Initial Stakeholder List** | **Timeline** |
| Names and roles and/or organizations involved in the project including:   * Sponsor * BPR team lead * Project Champion   *BPR team will further develop after more information is acquired after the launch phase.\** | Defines dates that bound the project (start and expected completion), expected completion of BPR phases, and major milestones. |
| **Charter Approval** | **Referenced Laws, Regulations, and Policies** |
| Name of the principle leader (sponsor) being supported by this effort, date the charter was approved, and the sponsor’s signature. | List all applicable LRPs that influence the process |

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