**ONE-PAGE PROJECT SUMMARY TEMPLATE**

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| **PROJECT NAME** |  |
| **PROGRAM**  |  |
| **PROJECT LEAD** |  |
| **PREPARED BY** |  |
| **DATE** |  |

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| **PROJECT MILESTONES** |   |
| **STATUS OVERVIEWS** |   |
| **NEW REQUESTS** |   |
| **ISSUES** **SUMMARY** |   |
| **PROJECT BUDGET** |   |
| **PROJECT SCHEDULE** |   |
| **NECESSARY RESOURCES** |   |
| **PROJECT NOTES** |   |

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