

For the Year 2011

**Author:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**TECHNEWS PROJECT REPORT**

**The Project Report defines the following:**

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**Purpose of Project Report**

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**INTRODUCTION**

**Background of Available Information of Project**

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**SCOPE**

**PROJECT APPROACH**

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**Project Goals & Objectives**

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**Business Goals & Objectives**

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**GOALS & OBJECTIVES**

**Constraints**

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**Assumptions**

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**RISK ASSESSMENT OBJECTIVES**

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**Project Roles and Responsibilities**

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**PROJECT MANAGEMENT APPROACH**

**Step 1**

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**Step 2**

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**Step 5**

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**ISSUE MANAGEMENT**

5555 Street Address, City, ST 55555

**PH:** 555.555.5555 **FX**: 555.555.555

www.webaddress.com

email@address.com

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**PROJECT REPORT APPROVAL**