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| **Project Planning** |
| **Design Organization:** | **Date:**  |
| Proposed Product Name:      |
| **Task**  | **Name of Task**:       |
| **Objective** :       |
| **Deliverables:**  |
| **Decisions needed**:Decision 1:      Decision 2:       |
| **Personnel needed**Title:       Hours:       Percent full time:     Title:       Hours:       Percent full time:      |
| **Time estimate** Total hours:       Lapsed time(include units):       |
| **Sequence:** Predecessors:       Successors:      Start Date:       Finish Date:       |
| **Costs:** Capital EquipmentDisposables:       |
| **Task**  | **Name of Task**:       |
| **Objective** :       |
| **Deliverables:**  |
| **Decisions needed**:Decision 1:      Decision 2:       |
| **Personnel needed**Title:       Hours:       Percent full time:     Title:       Hours:       Percent full time:      |
| **Time estimate** Total hours:       Lapsed time(include units):       |
| **Sequence:** Predecessors:       Successors:      Start Date:       Finish Date:       |
| **Costs:** Capital EquipmentDisposables:       |
| Team member:       | Prepared by:      |
| Team member:       | Checked by:      |
| Team member:       | Approved by:      |
| Team member:       |  |
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