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| --- | --- | --- | --- |
| Project/Tranche/Programme name | *Delete as appropriate* | | |
| Date: |  | | |
| Author: |  | | |
| Document reference: |  | Version: |  |

## Revision History

|  |  |  |
| --- | --- | --- |
| Date | Summary of changes | Version |
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**Approvals**

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| Name | Version | Date | Signature |
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**Distribution**

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| Distributed to: | Version | Date | Signature |
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| --- |
| Event |
| Summary |
| Performance |
| Scope |
| Schedule |
| Finance |
| Risk |
| Resource |
| Change |
| Stakeholders |
| Next event report |
| Lessons report |