Fortnight commencing:

Teleconference dial in: Guest code:

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| **IMPLEMENTATION PLAN** | | | | | | |
| **Solution** | **1. Process Owner**  **2. Sponsor** | **Output Measure** | | **End Date** | **Status** | **Resource** |
| **Baseline** | **Current** |
|  | 1.  2. |  |  |  |  |  |
|  | 1.  2. |  |  |  |  |  |
|  | 1.  2. |  |  |  |  |  |
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|  | 1.  2. |  |  |  |  |  |

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| **Achievements in last month** |
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| **Actions planned up until next meeting** |
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| **Discussion Points/Risk & Issues** |
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