Technology Upgrade Proposal

Project Title:

Date:

Prepared by:

Department / Team:

1. Executive Summary

2. Current Technology Overview

3. Proposed Upgrade

A. Description

B. Rationale

C. Goals & Objectives

4. Benefits & Impact

5. Risks & Considerations

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6. Implementation Plan

A. Timeline

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B. Key Milestones

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C. Resources Required

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7. Budget Estimate

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8. Approval

Submitted by:

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Date:

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Reviewed by:

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Date:

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