



Project Information

Organisation	< <organisation name="">></organisation>	
Project Sponsor	< <sponsor name="">></sponsor>	
Project Name	< <project name="">></project>	
Project Number	< <project id="">></project>	

Contact for enquiries and proposed changes

If you have any questions regarding the information in this document or suggestions for improving the document, please forward details to following

Business Analysis (BAPL)

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Version History

Version	Date	Changed By	Nature of Amendment
		Business Analysts Pty Ltd	Draft

Review and Approval

The content of this document is hereby agreed to and approved by:

Name	Position	Signature	Date

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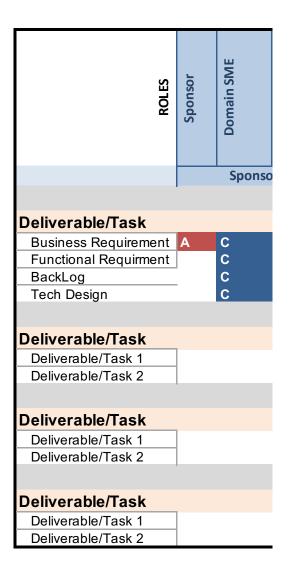
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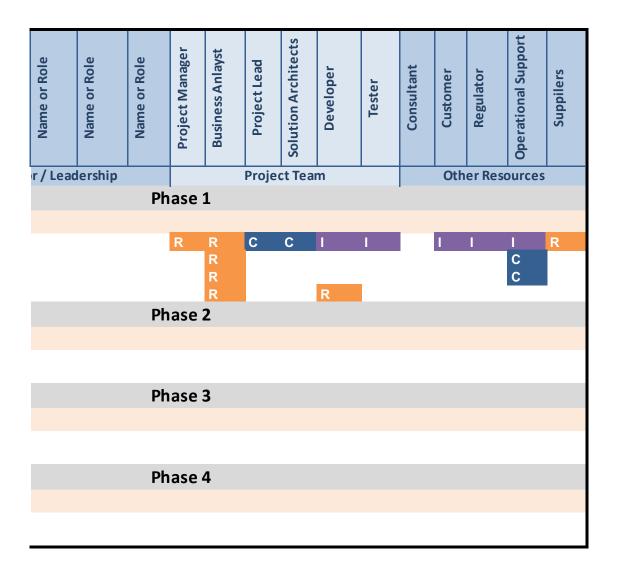


Stakeholder Involve

[Project Title] [Date]



ment Matrix



Legends

R	Responsible
А	Accountable
С	Consulted

Assigned to complete the task or deliverable.
Has final decision-making authority and accountability for completion. Only 1 per task.
An adviser, stakeholder, or subject matter expert who is consulted before a decision or action.



Must be informed after a decision or action.