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.  |  |  |  |  |  |
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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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