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**Project/Assignment Planning Tool**

**Host Agency/Department:** Click here to enter text.

**Host Manager:** [Manager]

**MTEP Assignment Title:** [Title]

**Brief Project Description:**

Click here to enter text.

**Anticipated MTEP Deliverables:**

1. Click here to enter text.

2. Click here to enter text.

3. Click here to enter text.

4. Click here to enter text.

**How the Project Relates to the Success or Goals of the Organization:**

Click here to enter text.

**High-Level Project Timeline and Fit to MTEP Fellowship:**

Click here to enter text.

**Key Stakeholders:**

Click here to enter text.

**Internal Support Contacts & MTEP Buddy:**

Click here to enter text.

Click here to enter text.

**Assignment Background:**

Click here to enter text.

**Suggested Scope:**

Click here to enter text.