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| **Task Name** | Not too long, but descriptive |
| **Group Assigned** | Will be a goal team or multiple goal teams |
| **Task Description** | Clear description of tasks |
| **Task Rationale** | Why are we doing this, where did it originate |
| **Task Outcome/ “End” User** | Who uses this and who will it affect |
| **Assignment (Objective)** | Concisely lay out the step(s)/deliverables that are expected from the assignment |
| **MB Champion:** | Management Board member who will assist and help guide the assignment to completion. Suggest that this not be the goal team leaders or advisory committees. |
| **Coordination Requirements**  **(MB check-in frequency)** | How frequently do people check in with the Management Board, and what is expected during a check-in |
| **Delivery Date (Month or Quarter / Year)** | Listing of deliverables and due dates. These may be longer term activities that extend beyond the B25 phase 2 charge |
| **CBPO Support** | What entities are needed for support to make this successful |