**Advance Party**

**Project Description Document:**

**Name:**

**Advance Party:**

**Theme:**

**Project Description Title:**

1. **Describe the opportunity:**

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1. **What changes am I going to make?**

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1. **What information do I need to collect to know what impact the change made?**

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1. **Project Results -** What did I find out?

**What was hard to do?**

**What was hard to record?**

**What tools did I use/need?**

**What advice did I seek?**

**What was easy?**

**What was the result?**

**What will I do next year?**