

Preparation Worksheet

Project Name	Project Ref. No.	Prepared By (print)	Preparer's Initials
Customer	Contact	Contact's Phone	Date Prepared

ISSUES

Primary

<u>ISSUES</u>	<u>MINIMUM</u>	<u>TARGET</u>	<u>MAXIMUM</u>	<u>PRIORITY</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Techniques to be used:

Other Party's (OP's) Techniques: