



**Company Objective  
Report (Year-----)**

Division \_\_\_\_\_

Objective No. \_\_\_\_\_

**1 Objective Statement**

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**2 Objective Interpretation**

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**3 Resources Required**

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**4 Steps and Time Table**

Description	Execution Time		Actual Date	By
	Start	End		

Prepared by:  
Name: \_\_\_\_\_  
Sign: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by:  
Name: \_\_\_\_\_  
Sign: \_\_\_\_\_  
Date: \_\_\_\_\_