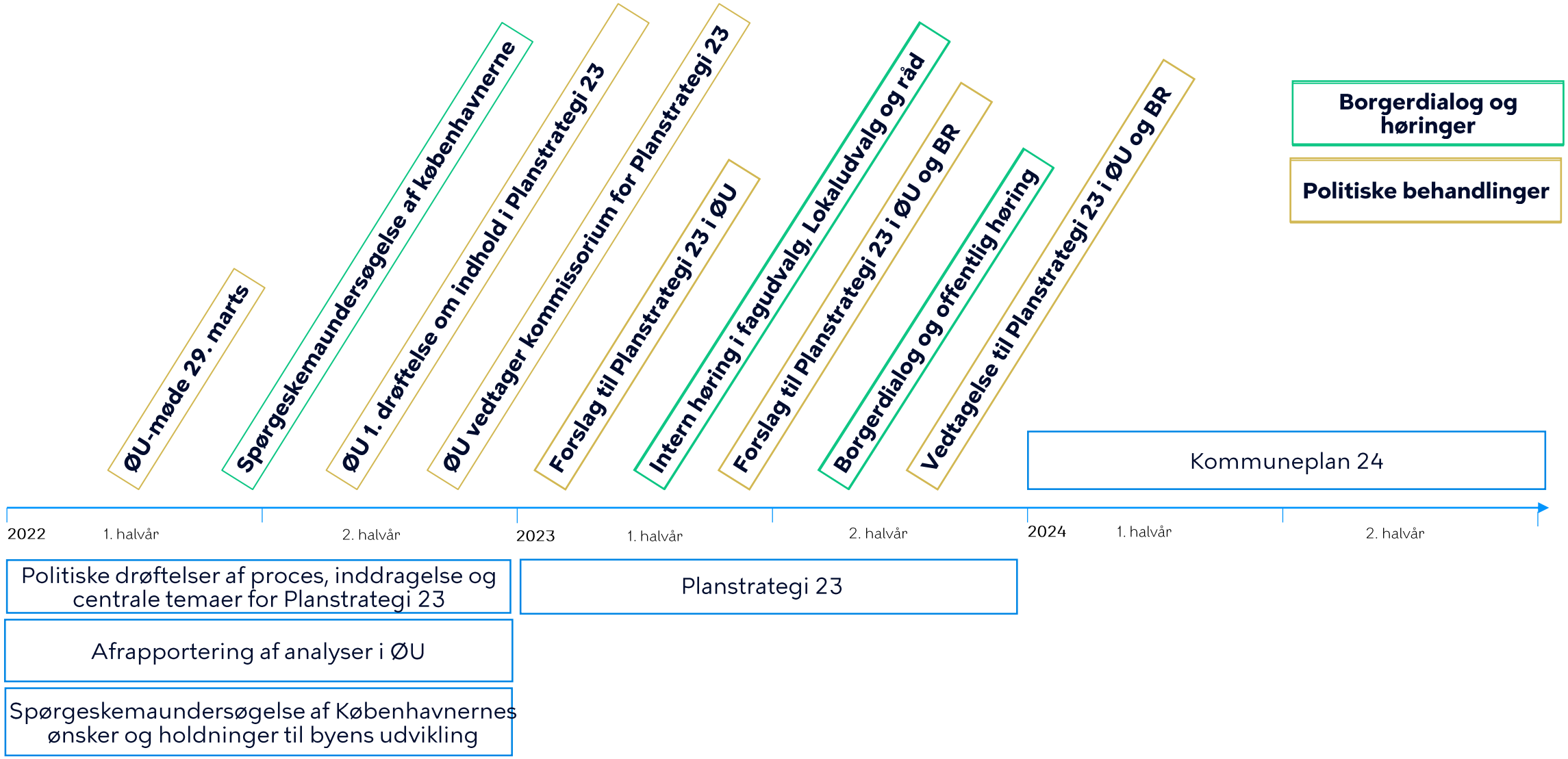Overordnet tids- og procesplan