**Project Name:
Project Sponsor:
Project Manager:
Document Date:**

 **INSERT YOUR LOGO HERE**

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| **Project Summary** |
| **Project Start Date** |  | **Project End Date** |  |
| **Total Duration** |  |

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| --- |
| **Clients** |
| *Identify the client(s) involved in the project* |

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| **Project Goals** |
| *Identify the key goals of the project and whether they were met or not** *Goal #1*
* *Goal #2*
* *Goal #3*
 |

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| **Deliverables** |
| *Identify the key deliverables of the project and whether they were met or not** *Deliverable #1*
* *Deliverable #2*
* *Deliverable #3*
 |

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| **Comments**  |
| *Add comments, remarks, and objections related to the project, if any.* |

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| **Signatures** |
| By signing this document, I acknowledge that I have delivered all the stated deliverables at the agreed to quality levels. | By signing this document, I acknowledge that I have received all the stated deliverables at the agreed to quality levels. |
| **Project Manager:** |  | **Sponsor:** |  |
| **Signature:** |  | **Signature:** |  |
| **Date:** |  | **Date:** |  |

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