

PROJECT COMPLETION SIGN-OFF DOCUMENT

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PROJECT TITLE

PROJECT MANAGER

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PLANNED WORK
COMPLETION DATE

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PLANNED PROJECT
CLOSEOUT DATE

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ACTUAL WORK
COMPLETION DATE

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ACTUAL PROJECT
CLOSEOUT DATE

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ID	ACTIVITY	OWNER	DUE DATE	STATUS	COMMENTS
1					
2					
3					
4					
5					
6					

ID	ACTIVITY	OWNER	DUE DATE	STATUS	COMMENTS
7					
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15					

ID	ACTIVITY	OWNER	DUE DATE	STATUS	COMMENTS
16					
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