**Completion Document Template**

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_

Project Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_

Project Manager: \_\_\_\_\_\_\_\_\_\_\_

Measures of Success/Expected Outcomes:

Major Project Milestones:

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Estimated**  **Completion Date** | **Actual**  **Completion Date** |
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Current PM Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Receiving PM Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_