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| **Project Initiation Checklist** |
| **Project Name:** |  |  |  |
| **Project Manager:** |  | **Project Number:** |  |
|  |  |  |  |
| **Items** | **Description** | **Observations** | **Date Completed** |
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| **Project Initiation Approvals** |
| Requested Date: |  |  |
| Project Requester: |  | Signature: |  |
| Department Manager: |  | Signature: |  |
| Project Manager: |  | Signature: |  |

