**PROJECT CHECKLIST TEMPLATE**

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| PROJECT NAME  | PROJECT MANAGER |
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| **TASK COMPLETE?** | **PRIORITY** | **STATUS** | **TASK / DELIVERABLE** | **ASSIGNED TO** | **DATE DUE** | **NOTES** |
|   |   |   | PHASE 1 |   |   |   |
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|   |   |   | PHASE 2 |   |   |   |
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| **TASK COMPLETE?** | **PRIORITY** | **STATUS** | **TASK / DELIVERABLE** | **ASSIGNED TO** | **DATE DUE** | **NOTES** |
|   |   |   | PHASE 3 |   |   |   |
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| **TASK COMPLETE?** | **PRIORITY** | **STATUS** | **TASK / DELIVERABLE** | **ASSIGNED TO** | **DATE DUE** | **NOTES** |
|   |   |   | PHASE 5 |   |   |   |
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