

# Project Initiation Checklist

Project Name: \_\_\_\_\_

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

Project Number: \_\_\_\_\_

Items	Description	Observations	Date Completed

## Project Initiation Approvals

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

Project Requester: \_\_\_\_\_

Signature: \_\_\_\_\_

Department Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_