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| **Project Identification** |
| **Project Name:** |  | **Phase:** | Initiation |
| **Project Manager:** |  |

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| --- |
| **Manager’s Acknowledgement of Staff Member’s Project Time Commitment** |

|  |  |
| --- | --- |
| **Team Member:** |  |
| **Estimated Hours:** |  |
| **Dates:** |  |

By signing below, the manager acknowledges the staff member’s estimated time commitment to the project during the specified time frame.

**Manager Name:**

**Manager Signature:**

 **Date:**