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| **Project Name:** | **Project Sponsor:** | **Prepared by: (Project Manager)** | **Date:** |
|       |       |       |       |

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| **#** | **Status:****Open/Closed** | **Date****Occurred** | **Date will impact the critical path** | **Description** | **Impact** | **Assigned** **to** | **Action Item** | **Date Closed** |
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