

# DONE Statement

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

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

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

Project Sponsor: \_\_\_\_\_

**DONE=**

**WHO** is doing what **WHAT** by **WHEN** with **WHAT MEASURE OF SUCCESS** for **WHOM** under what **CONSTRAINTS**

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**What's Out?**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Sponsor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Stakeholder

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Stakeholder

CC: Project Team  
Project File

**Challenge, Challenge, Challenge!**