

# Task Completion Checklist for Project Deliverables

Project Name:

Project Manager:

Date:

| Task / Deliverable       | Assigned To | Due Date | Completed | Comments |
|--------------------------|-------------|----------|-----------|----------|
| <input type="checkbox"/> |             |          |           |          |
| <input type="checkbox"/> |             |          |           |          |
| <input type="checkbox"/> |             |          |           |          |
| <input type="checkbox"/> |             |          |           |          |

## Additional Notes

Enter any additional comments, issues, or requirements...