

PROJECT DELAY COMMUNICATION

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DELAY NOTIFICATION

PROJECT NAME

PROJECT MANAGER

CLIENT

PROJECT ID

DATE OF NOTIFICATION

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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DESCRIPTION OF DELAY

PROJECTED IMPACT

SCOPE	<input type="text"/>
COST	<input type="text"/>
SCHEDULE	<input type="text"/>
RISK	<input type="text"/>

RECOMMENDATION

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ACTION ITEMS

ACTION TO BE TAKEN	TASK OWNER	DEADLINE

PROJECT MANAGER

NAME	TITLE	SIGNATURE	DATE
CONTACT INFORMATION			

CLIENT

NAME	TITLE	SIGNATURE	DATE
CONTACT INFORMATION			

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