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

|  |
| --- |
| **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:**