專案進度管制表

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| 專案名稱 |  | | | | | | | | | | | |
| 負責部門 |  | | | 部門主管 | |  | | 負責人 | |  | | |
| 專案目的 |  | | | | | | | | | | | |
| 專案開始日期 | | 年 月 日 | | | 預訂完成日期 | | 年 月 日 | | | | | |
| 工作項次 | | 工作內容 | 負責單位 | | 負責人 | | 預訂完成日期 | | 實際完成日期 | | 完成率 | 備註 |
| 1 | |  |  | |  | |  | |  | |  |  |
| 2 | |  |  | |  | |  | |  | |  |  |
| 3 | |  |  | |  | |  | |  | |  |  |
| 4 | |  |  | |  | |  | |  | |  |  |
| 5 | |  |  | |  | |  | |  | |  |  |
| 6 | |  |  | |  | |  | |  | |  |  |
| 7 | |  |  | |  | |  | |  | |  |  |
| 8 | |  |  | |  | |  | |  | |  |  |
| 9 | |  |  | |  | |  | |  | |  |  |
| 10 | |  |  | |  | |  | |  | |  |  |
| 11 | |  |  | |  | |  | |  | |  |  |
| 12 | |  |  | |  | |  | |  | |  |  |