

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities related to the project.

2. It also emphasizes the need for regular communication and reporting to the project sponsor and stakeholders.

3. The document further outlines the roles and responsibilities of the project team members and the importance of collaboration and teamwork.

4. Finally, it concludes by stating that the project manager should ensure that the project is completed on time, within budget, and to the satisfaction of the stakeholders.



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