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| **專案結案申請單** | | | | | |
| **填寫日期\*：** | | | | | |
| **申請者\*** |  | **申請部門\*** |  |
| **專案名稱\*** |  | | |
| **專案日期\*** | **開始日期：\_\_\_\_\_\_\_ ～ 結束日期：\_\_\_\_\_\_** | | |
| **實際專案日期是否同專案規劃 (是/否)** | | |
| **專案花費** |  | | |
| **達成目標** |  | | |
| **檢討回顧** |  | | |
| **知識傳承** |  | | |
| **說明** |  | | |

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| **專案部主管：** | **直屬主管：** | **填寫人：** |