

PROJECT SIGN OFF

Project Name:

Project Sponsor:

Close
Date:

Project
Number:

- ☐ Final solution delivered and accepted
- ☐ Project tea evaluations complete
- ☐ Processes, procedures, records updated

PROJECT SUMMARY:

SCOPE			
ACTUAL			
COMMENTS			
SCHEDULE			
ACTUAL			
COMMENTS			
BUDGET			
ACTUAL			
COMMENTS			
GOAL			
ACTUAL			
COMMENTS			
DELIVERABLES			
ACTUAL			
COMMENTS			
METRICS			
ACTUAL			
COMMENTS			
APPROVALS	Approved By	Role	Approved Date