

# Project Sign-off



## **Gain CCIT Representative Sign-off**

As technology becomes more pervasive in all aspects of day-to-day operations, most projects have some sort of technological component as a part. The reason for having a CCIT signature on documents, like the project charter, is to ensure that CCIT, as a stakeholder, is aware of the project, has an opportunity to provide appropriate input into the scope of the project, and agrees with what the project is supposed to deliver. It is not a “contract” for future delivery as project planning has not yet occurred.

To accomplish this task a CCIT manager, or higher, should sign off on the charter. The larger the project and the broader the impact of the project, then the sign-off should come from a higher level. The sign-off is determined by size. See list below for appropriate person:

- Extra-Large and Large projects (with impact across the university) – CIO
- Medium projects (impacts multiple groups) – Director
- Small projects - Manager

The sign-off is necessary for any project that has a technology component, includes multiple groups, or holds student data.

## **Gain Project Sponsor’s Approval**

After gathering the project definition documents, the project manager will submit the package to the project sponsor for endorsement of the project’s initial scope, schedule, cost, and quality. The project manager will obtain a signature on a deliverable acceptance form (or an e-mail) from the project sponsor indicating his/her approval.