

Project Sign-off Sheet

Version Date:

Project Name:	
Project Goals: 1.	
Project Manager:	Sponsor:
Start Date: Planned Completion Date: Actual Completion Date: Variance: Total Project Duration: Days Past the Planned Completion Date:	Planned Budget: Actual Budget: Variance:
Project Deliverables: 1.	
By signing this document, I acknowledge that I have delivered all the stated deliverables at the agreed to quality levels. Project Manager Signature:	By signing this document, I acknowledge that I have received all the stated deliverables at the agreed to quality levels. Sponsor Signature:
Date:	Date:

Remarks: