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# Project Sign-Off Template

### What is Project Sign-Off Template?

A Project Sign-Off Template, also known as a Closure Report or Project Wrap-Up Document, is a standardized template used to document the completion of a project and confirm that all tasks, deliverables, and milestones have been met. The purpose of this template is to ensure that all stakeholders, including team members, sponsors, and clients, are aware of the project's final status and outcomes.

A typical Project Sign-Off Template includes the following sections:

1. **Project Overview**: A brief summary of the project, including its objectives, scope, timelines, and key deliverables.
2. **Deliverables**: A list of all project deliverables, including reports, documents, software, hardware, or other tangible outputs.
3. **Milestones**: A listing of key milestones achieved during the project, including dates and brief descriptions.
4. **Task Completion**: A summary of tasks completed, including their status (e.g., complete, incomplete, or cancelled).
5. **Issues and Risks**: A description of any issues or risks that arose during the project, along with the mitigation strategies implemented.
6. **Lessons Learned**: A section for team members to share their experiences, successes, and challenges faced during the project, as well as suggestions for future improvements.
7. **Acceptance Criteria**: A summary of the acceptance criteria for each deliverable, including any testing or verification procedures performed.
8. **Sign-Off**: A space for stakeholders to sign off on the project's completion, indicating their approval of the final outcome.

The Project Sign-Off Template serves several purposes:

1. **Closure**: It formally closes the project and provides a record of its completion.
2. **Documentation**: It maintains a historical record of the project, including all deliverables, milestones, and issues encountered.
3. **Communication**: It ensures that stakeholders are informed of the project's final status and outcomes.
4. **Lessons Learned**: It helps identify areas for improvement and provides valuable insights for future projects.

By using a Project Sign-Off Template, teams can ensure a smooth transition to the next phase or project, while also maintaining a high level of transparency and accountability throughout the project lifecycle.

project, signoff, closure, documentation, communication

# Project Sign-Off Sheet

## Project Information

- **Project Name:**
- **Project Manager:**
- **Completion Date:**

## Objectives

- **Objective 1:**
- **Objective 2:**
- **Objective 3:**

## Deliverables

- **Deliverable 1:**
  - Description, Status
- **Deliverable 2:**
  - Description, Status

## Acceptance Criteria

- **Criteria 1:**
  - Description, Met/Not Met
- **Criteria 2:**
  - Description, Met/Not Met

## Final Budget

- **Estimated Cost:**
- **Actual Cost:**

## Project Performance

- **Successes:**
- **Challenges:**
- **Lessons Learned:**

## Stakeholder Approval

- **Name:**
- **Role:**
- **Signature:**
- **Date:**

## Project Manager Confirmation

- **Name:**
- **Signature:**
- **Date:**

## Comments

- **[Date]:** Note or comment on the project or sign-off.

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