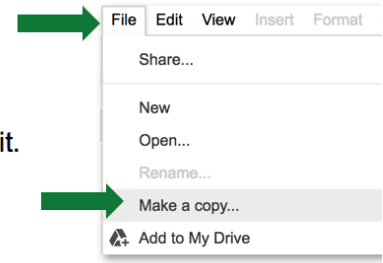


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SIMPLE PROJECT SIGN-OFF SHEET

Template begins on page 2.



YOUR
LOGO

PROJECT SIGN-OFF

Authorization Memorandum

I have carefully assessed the specifications and deliverables for the < PROJECT NAME >.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The project deliverables are accepted.

_____ The project is accepted pending the issues noted (below).

_____ The project is not accepted (for the reasons provided below).

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

NAME
Project Manager

DATE

NAME
Director

DATE

Add other names and roles as necessary.

ISSUES LIST

Detail any unresolved issues.

ISSUES LIST		
ISSUE ID	ISSUE DESCRIPTION	STATUS

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