

# Final Project Completion Sign-Off Document

This document certifies that the project deliverables have been completed, reviewed, and formally accepted by the key stakeholders. Once signed, the project is officially closed.

## 1. Project Information

Project Title:

Project ID:

Project Sponsor:

Project Manager:

Actual Completion Date:

## 2. Project Deliverables Checklist

Please record the final completion status (e.g., Completed, Completed with Exceptions, Rejected) for each core deliverable.

Deliverable Item	Target Criteria Met? (Enter Yes/No/Partial)	Completion Status / Comments
All Scope Items Developed & Tested	<input type="text"/>	<input type="text"/>
User Acceptance Testing (UAT) Sign-Off	<input type="text"/>	<input type="text"/>
Operations & Support Handover Documentation	<input type="text"/>	<input type="text"/>
End-User Training & Manuals Delivered	<input type="text"/>	<input type="text"/>
Outstanding Defect / Issue Resolution Plan	<input type="text"/>	<input type="text"/>

## 3. Outstanding Issues and Actions (If Applicable)

Issue Description	Assigned Owner	Target Resolution Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 4. Formal Approval & Sign-Off

By signing below, the undersigned agree that the project work is complete and meets all acceptable quality standards. The project is officially authorized to transition to the maintenance phase.

### Project Sponsor Approval

Sponsor Name:

Signature (Physical or Digital):

Date:

### Project Manager Approval

Project Manager Name:

Signature (Physical or Digital):

Date:

### **Key Stakeholder Approval**

Stakeholder Name & Title:

Signature (Physical or Digital):

Date: