



Project Sign Off Form

Project Details

- Project Title: _____
- Project Lead: _____
- Project Team Members: _____
- Start Date: _____
- End Date: _____

Completion Criteria Checklist

Task Item	Description	Completed By	Date	Verified By	Status (✓/X)

Project Approval

- All objectives met

- Project within budget
- All deliverables submitted
- Stakeholder satisfaction

Signatures

- **Project Lead:** _____
- **Signature:** _____
- **Date:** _____
- **Approval Authority:** _____
- **Signature:** _____
- **Date:** _____