

IT PROJECT SIGN-OFF DOCUMENT TEMPLATE

Try Smartsheet for FREE

PROJECT TITLE

--

MODERATOR

DATE PREPARED

--	--

PROJECT OVERVIEW

What were the original goals and objectives of the project?

--

What was the original criteria for project success?

--

Was the project completed according to the original expectation?

--

Additional Comments

--

PROJECT HIGHLIGHTS

What were the major accomplishments?

What methods worked well?

What was found to be particularly useful to accomplish the project?

Additional Comments

PROJECT CHALLENGES

What elements of the project went wrong?

What specific processes need improvement?

How can these processes be improved in the future?

What were the key problems areas (i.e. budgeting, scheduling, etc.)?

List any technical challenges.

Additional Comments

POST PROJECT TASKS / FUTURE CONSIDERATIONS

List any continuing development and maintenance objectives.

What actions still need to be completed, and who is responsible for completing them?

List any additional outstanding project items.

Additional Comments

PLANNING PHASE

LESSON LEARNED	ACHIEVED?	COMMENTS
Additional Comments		

EXECUTION

LESSON LEARNED	ACHIEVED?	COMMENTS
Project reached its original goals		
Unexpected changes that occurred were of manageable frequency and immensity		
Project baselines (i.e. Time, Scope, Cost) were thoughtfully managed		
Fundamental project management processes (i.e. risk and issue management) were efficient		
Project progress was tracked and reported in an accurate, organized manner		
Additional Comments		

HUMAN FACTORS

LESSON LEARNED	ACHIEVED?	COMMENTS
Project Manager reported to the appropriate parties		
Project Management was effective		
Project Team was organized and adequately staffed		
Project Manager and team received proper training		
There was efficient communication among project team members		
Functional areas collaborated effectively		
Conflicting goals did not cause problems interdepartmentally		
Additional Comments		

OVERALL

LESSON LEARNED	ACHIEVED?	COMMENTS
Original cost and schedule projections were accurate		
Deliverables were presented on time within amended schedule		
Project was concluded within the amended budget		
Change Control was constructive		
External dependencies were known and handled effectively		
The needs of the customer were met		
Objectives of the project were met		
Objectives of the business were met		
Additional Comments		

PROJECT CLOSE ACCEPTANCE

PROJECT MANAGER NAME

DATE

PROJECT MANAGER SIGNATURE

--	--	--

SPONSOR NAME

DATE

SPONSOR SIGNATURE

--	--	--

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.