[](https://www.smartsheet.com/try-it?trp=11340&utm_source=integrated+content&utm_campaign=/content/project-sign-off-templates&utm_medium=IT+Project+Sign-Off+Document+doc+11340&lpa=IT+Project+Sign-Off+Document+doc+11340&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**IT PROJECT SIGN-OFF DOCUMENT TEMPLATE**

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| --- | --- | --- | --- |
| **PROJECT TITLE** | | | |
|  | | | |
| **MODERATOR** | **DATE PREPARED** | |  |
|  |  | |  |
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| PROJECT OVERVIEW | | | |
| What were the original goals and objectives of the project? | | | |
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| What were the original criteria for project success? | | | |
|  | | | |
| Was the project completed according to the original expectation? | | | |
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| Additional Comments | | | |
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| PROJECT HIGHLIGHTS |
| What were the major accomplishments? |
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| What methods worked well? |
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| What was found to be particularly useful to accomplish the project? |
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| Additional Comments |
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| PROJECT CHALLENGES |
| What elements of the project went wrong? |
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| What specific processes need improvement? |
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| How can these processes be improved in the future? |
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| What were the key problem areas (i.e., budgeting, scheduling, etc.)? |
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| List any technical challenges. |
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| Additional Comments |
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| POST-PROJECT TASKS / FUTURE CONSIDERATIONS |
| List any continuing development and maintenance objectives. |
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| What actions still need to be completed, and who is responsible for completing them? |
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| List any additional outstanding project items. |
|  |
| Additional Comments |
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| PLANNING PHASE | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| Project plans and scheduling were well documented, complete with adequate structure and detail |  |  |
| Project schedule contained all elements of project |  |  |
| Tasks were clearly defined |  |  |
| Stakeholders had adequate input in planning process |  |  |
| Requirements were gathered and clearly documented |  |  |
| Criteria were clear for all phases of project |  |  |
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| Additional Comments | | |
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| EXECUTION | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| Project reached its original goals |  |  |
| Unexpected changes that occurred were of manageable frequency and intensity |  |  |
| 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 accurate, organized manner |  |  |
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| Additional Comments | | |
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| HUMAN FACTORS | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| Project manager reported to 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 interdepartmental problems |  |  |
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| Additional Comments | | |
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| OVERALL | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| Original cost and schedule projections were accurate |  |  |
| Deliverables were presented on time within amended schedule |  |  |
| Project was concluded within amended budget |  |  |
| Change control was constructive |  |  |
| External dependencies were known and handled effectively |  |  |
| Customer needs were met |  |  |
| Project objectives were met |  |  |
| Business objectives were met |  |  |
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| Additional Comments | | |
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| PROJECT CLOSE ACCEPTANCE | | |
|  |  |  |
| **PROJECT MANAGER NAME** | **DATE** | **PROJECT MANAGER SIGNATURE** |
|  |  |  |
|  |  |  |
| **SPONSOR NAME** | **DATE** | **SPONSOR SIGNATURE** |
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