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

|  |  |
| --- | --- |
| **PROJECT NO.** | **DATE SUBMITTED** |
|  |  |
| **PROJECT OBJECTIVES:** Describe the high-level goals of the project and how they relate to overall business objectives. | |
|  | |

## Step 1. Project Deliverables

Please list all project deliverables and briefly describe each. Do not list dates. Add more rows as necessary.

|  |  |
| --- | --- |
| **DELIVERABLE NO.** | **DESCRIPTION** |
| 1 |  |
| 2 |  |
| 3 |  |

## Step 2. List of Project Tasks

Please list all project tasks to be completed, based on the deliverables listed in the previous section. Do not list dates. Add more rows as necessary. Alternatively, you can attach your work breakdown structure (WBS) to the scope statement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work breakdown structure (WBS) attached** | | **NO** |  | **YES** |  |
| *Provide link if applicable.* |  | | | | |

|  |  |  |
| --- | --- | --- |
| **TASK NO.** | **DESCRIPTION** | **FOR DELIVERABLE NO. …**  **ENTER TASK #** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

## Step 3. Out of Scope

Please list the deliverables or tasks that you will not complete or provide as outputs of this project.

|  |  |
| --- | --- |
| This project **will NOT accomplish or include** the following: |  |

## Step 4. Project Assumptions

Please list any project factors that you consider to be true, real, or certain. Assumptions generally involve a certain degree of risk.

|  |  |
| --- | --- |
| **NO.** | **ASSUMPTION** |
| 1 |  |
| 2 |  |
| 3 |  |

## Step 5. Project Constraints

|  |  |
| --- | --- |
| **PROJECT START DATE** |  |
| **LAUNCH / GO-LIVE DATE** |  |
| **PROJECT END DATE** |  |
| **LIST ANY HARD DEADLINE(S)** |  |
| **LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES** |  |
| **BUDGET CONSTRAINTS** Enter information about project budget limitations (total project budget, maximum budget for key project deliverables). |  |
| **QUALITY OR PERFORMANCE CONSTRAINTS** Enter any other requirements for the functionality, performance, or quality of the project. |  |
| **EQUIPMENT / PERSONNEL CONSTRAINTS** Enter any constraints regarding equipment or people that will impact the project. |  |
| **REGULATORY CONSTRAINTS**  Enter any legal, policy, or other regulatory constraints. |  |

## Step 6. Updated Estimates

|  |  |
| --- | --- |
| **Estimate the hours required to complete the project.**  *Enter total # of hours.* |  |

## Step 7. Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| **STAKEHOLDER NAME & TITLE** | **ROLE OF STAKEHOLDER / APPROVER** | **DATE SUBMITTED FOR APPROVAL** | **DATE APPROVAL RECEIVED** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **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. |