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

|  |  |
| --- | --- |
| PROJECT TITLE | PROJECT MANAGER |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PLANNED WORK  COMPLETION DATE |  | PLANNED PROJECT  CLOSEOUT DATE |  |
| ACTUAL WORK  COMPLETION DATE |  | ACTUAL PROJECT  CLOSEOUT DATE |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **ACTIVITY** | **OWNER** | **DUE DATE** | **STATUS** | **COMMENTS** |
| 1 | Has the team completed all deliverables? |  |  |  |  |
| 2 | Have all deliverables met the requirements  and been approved? |  |  |  |  |
| 3 | Have operations and knowledge been transferred? |  |  |  |  |
| 4 | If you’re transferring the project to a new manager, have they received an updated project plan? |  |  |  |  |
| 5 | Have all stakeholders been informed of the current status of the project? |  |  |  |  |
| 6 | Have the project’s accounts and billing been finalized? |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **ID** | **ACTIVITY** | **OWNER** | **DUE DATE** | **STATUS** | **COMMENTS** |
| 7 | Have all security badges been turned in? |  |  |  |  |
| 8 | Has a post-project evaluation  been carried out? |  |  |  |  |
| 9 | Has performance been evaluated and feedback delivered to team members? |  |  |  |  |
| 10 | Has a lessons learned review been conducted? |  |  |  |  |
| 11 | Has a project closure report been completed? |  |  |  |  |
| 12 | Has project documentation been archived for future reference? |  |  |  |  |
| 13 | Has a project closure letter been submitted? |  |  |  |  |
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| **ID** | **ACTIVITY** | **OWNER** | **DUE DATE** | **STATUS** | **COMMENTS** |
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