**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11340&utm_source=integrated+content&utm_campaign=/content/project-sign-off-templates&utm_medium=Simple+Project+Sign-Off+Sheet+doc+11340&lpa=Simple+Project+Sign-Off+Sheet+doc+11340&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)SIMPLE PROJECT   
SIGN-OFF SHEET**

**YOUR LOGO**

PROJECT SIGN-OFF

**Authorization Memorandum**

I have carefully assessed the specifications and deliverables for the < PROJECT NAME >.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

\_\_\_\_\_\_ The project deliverables are accepted.

\_\_\_\_\_\_ The project is accepted pending the issues noted (below).

\_\_\_\_\_\_ The project is not accepted (for the reasons provided below).

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME DATE

Project Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME DATE

Director

*Add other names and roles as necessary.*

ISSUES LIST

Detail any unresolved issues.

| **ISSUES LIST** | | |
| --- | --- | --- |
| **ISSUE ID** | **ISSUE DESCRIPTION** | **STATUS** |
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