**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11360&utm_source=integrated+content&utm_campaign=/content/project-approval-forms-templates&utm_medium=Custom+Project+Approval+Form+doc+11360&lpa=Custom+Project+Approval+Form+doc+11360&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)CUSTOM PROJECT APPROVAL   
FORM TEMPLATE**

**YOUR LOGO**

PROJECT NAME

PROJECT APPROVAL FORM

AUTHOR:

Version: 0.0.0

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| VERSION HISTORY | | | | |
| --- | --- | --- | --- | --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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| **WHY IS THE PROJECT NECESSARY?** |  | | | | | |
| **OBJECTIVES** |  | | | | | |
| **PHASES OF WORK**  **& DESIRED**  **OUTCOME** |  | | | | | |
| **MONITORING, MEASUREMENTS OF SUCCESS,**  **& EVALUATION** |  | | | | | |
| **TIMELINE** | | | | | | |
| **PHASE** | | **TASK** | | | **START & END DATES** | |
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| **PROJECT BUDGET / COST OVERVIEW** | | | | | |
|  | | | | | |
| **GRAND TOTAL** | | | | |  |
| **APPROVING PARTIES NAMES AND SIGNATURES** | | | | | |
| **CLIENT** | | | **SPONSOR** | **PROJECT MANAGER** | | |
| Name: | | | Name: | Name: | | |
| Signature: | | | Signature: | Signature: | | |

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