

# SIMPLE PROJECT SIGN-OFF SHEET

Try Smartsheet for FREE



## PROJECT SIGN-OFF

### Authorization Memorandum

I have carefully assessed the specifications and deliverables for the  
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  
Project Manager

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME  
Director

\_\_\_\_\_  
DATE

*Add other names and roles as necessary.*

# ISSUES LIST

Detail any unresolved issues.

ISSUES LIST		
ISSUE ID	ISSUE DESCRIPTION	STATUS

## **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.