

## Worksheet: Sample Project Sign-Off Form

**Project Name:** XYZ System Upgrade

I have reviewed the following deliverables as of the date identified below:

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I have found these deliverables to meet with my approval, with the following exceptions:

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I hereby give my approval to proceed with the evolution of these deliverables to the next stage of development in order to meet the project objectives in a timely fashion.

I understand that any changes (additions, deletions, or modifications) to the fundamental structure, underlying design, or the specific features of these deliverables might result in:

- Slippage of the completion date for these deliverables
- Additional resource requirements
- Additional costs

\_\_\_\_\_ *[Signature]*  
J. Edgar Sponsor, V.P.  
Systems Fluctuations

Date: \_\_\_\_\_