Worksheet: Sample Project Sign-Off Form

Project Name: XYZ System Upgrade

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

- •
 •
 •
- I have found these deliverables to meet with my approval, with the following exceptions:
- _
- Level with the evolution of these deliverables to the next state

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: _____

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