

Phase Sign Off

Project Name:

Project Number:

Attachments

Project Plan (current)

Change Request(s)

Project Charter Modification

Phase Deliverables

Deliverable	Completion Date	Satisfactory Completion?		Comments
		Yes	No	
[Number] [Name]				

Change Review

Description of Change	Request Date	Implications	Outcome

Client Phase Evaluation

Description	Yes	No
Phase deliverables have met our requirements and expectations.		
Phase deliverables contain accurate and complete information.		
Phase deliverables are high quality.		
The Project Organization has functioned effectively within this phase.		
Project management and control has been maintained in this phase.		
We are satisfied with the project to date.		
The project is ready to proceed to the next phase.		
Are there any schedule, cost, or resource considerations associated with this phase that require review before proceeding to the next phase?		

Note: If check mark is in shaded area, document concerns in the next section, "Comments and Recommendations."

Comments and Recommendations (Client)

Comments and Recommendations (Project Team)

Signatures		
Name	Signature	Date

Name	Signature	Date