**Undergraduate Industry Experience Projects – Client Sign off Sheet**

Client sign off Sheet

I,………., of…..have received…..

**a USB (a medium) containing All project documentation.**

**This USB contains**

* **Business Insights Folder -** containing System Vision, Elevator pitch, personas, iteration reports
* **Showcase Folder -** containing Links to the client production folder on the Monash server, with passwords and any running instructions
* **The Client Acceptance folder -** which contains all acceptance testing results from you
* **Client communication Folder -** containing all minutes and details of all interactions with you including the Post/Client Implementation Review minutes
* **Systems Architecture Folder -** containing Technical documentation, Analysis and Design artifacts, a backup copy of the system to install if necessary  
  How to load the system with a list of hard coded items that will need changing (e.g. email address  
   Test cases or proof of testing, and how. for each build with results (you may want to put a copy of the build spec in here too, to go with each lot of test cases).
* **Handover Folder** Containing User Guide, Technical/maintenance Doc, Training Guides, Implementation Plan

**Actual Documents:**

**The below will also be in your PGP but you will also need separate documents to hand over as well.**

* Client instructions (manual) for using the system (user guide) with a visitor part, or separate visitor document, i.e. not instructions for the visitors to the system, but informing your client how visitors to their system will interact with the system
* Technical/maintenance Document

**They have completed or had**

**You will need to state this, either they have or they have not and why.**

* Training (if appropriate) but say so
* Clear instructions detailing what they need to do if they have any issues)
* Final Acceptance Testing
* Post Implementation Review
* Finalised backup and recovery, so that the client clearly knows what to do if something goes wrong.

AND  
**You will need to state this, either they have or they have not and why.**

* Client has been instructed to change all credentials and access used during the development to the system and its infrastructures
* All test data used during the development has been cleared out of the system
* Any other security concerns?????
* Client understands that Monash will not be able to provide any further maintenance on this system unless some private (paid) arrangement has been made with the students, outside of Monash.

Agreed to, reviewed, and accepted all of the above.

We hereby accept this as the final system handover.

**Client Name and Company……**

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Monash team**

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Monash staff**

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_