**Formal Project Closure & Stakeholder Sign-Offs**

*Officially record the end of project obligations and acceptance of deliverables.*

**Elements:**

1. **Project Completion Certificate**
   * A formal certificate stating all deliverables met acceptance criteria and project outcomes approved.
2. **Acceptance Matrix**  
   | Deliverable | Stakeholder | Accept/Reject/Conditional | Signature | Date |
3. **Closure Memo**
   * Steering Committee sign-off letter summarizing project closure, success determinants, and confirmation of program end.
4. **Procurement & Legal Closeout Records**
   * Vendor release letters, retention release forms, contract termination documents.
5. **Archival Checklist**
   * Includes signed documents gathered, digital artefacts packed, credentials rotated, physical deliverables returned to owners.
6. **Authorization for Operations Transition**
   * Declaration from NGO Council confirming readiness to move into sustainment mode.
7. **Final Dashboard or Scorecard Attachment**
   * Snapshot of KPI vs. target; adoption rate; system baseline metrics.
8. **Post-acceptance Monitoring Plan**
   * Continued support until next fiscal quarter (e.g., 30-day soft support window as per UN operating standards).
9. **Signature List**
   * Sponsor, UN Program Director, NGO representative, Donor finance rep, tech vendor rep.
10. **Audit Assurance Statement**
    * Declaration that assets and financials are ready for audit; provision for unrecorded arrears.

*Such formal sign-off documentation is standard in IT project handover procedures (turn0search3, turn0search22)*.