**Formal Project Closure & Sponsor Sign-Off Documents**

**Objective:**  
Obtain official acceptance and formal closure of the MoHRIS project from key stakeholders and sponsors.

**Detailed Components:**

* **Closure Statement:**
  + Summary confirming all project deliverables have been completed per scope and quality standards.
* **Acceptance Sign-Off Forms:**
  + Signed documents from project sponsor, business owners, and key stakeholders confirming satisfaction and approval.
* **Outstanding Issues Log:**
  + Documentation of any known issues or enhancement requests deferred to post-launch support, with agreed-upon resolution plans.
* **Closure Meeting Minutes:**
  + Records of the final project review meeting detailing approvals and acknowledgments.