**Formal Acceptance & Sign-Off by Business, IT, and Regulatory Bodies**

**Overview:**  
A documented confirmation from all relevant parties formally approving project deliverables and declaring the project complete.

**Contents:**

* **Acceptance Criteria:** Reference to agreed standards and requirements fulfilled by the project.
* **Sign-Off Forms:** Signed documents or digital confirmations from:
  + Business representatives (product owners, sponsors)
  + IT teams (developers, operations, security)
  + Regulatory bodies (compliance officers, external regulators)
* **Conditions or Reservations:** Any agreed caveats or ongoing obligations (e.g., post-launch monitoring).
* **Date and Authority:** Names, titles, and signatures with date of acceptance.

**Purpose:**  
To provide formal closure, reduce future disputes, and ensure all parties acknowledge project success and responsibilities.