

**Execution Phase  
Stage Gate Review Form  
For Project Name**

## Stage Gate Review Form - Execution Phase

### PROJECT DETAILS

Project Name:  
Project Manager:  
Project Sponsor:

Report Prepared By:  
Report Preparation Date:  
Reporting Period:

### OVERALL STATUS

Summary: *Summarize the current project achievements, risks and issues*  
Project Schedule: *Summarize the performance against schedule*  
Project Expenses: *Summarize the performance against budget*  
Project Deliverables: *Summarize the deliverables completed to date*  
Project Risks: *Summarize any critical risks*  
Project Issues: *Summarize any important issues*  
Project Changes: *Summarize any critical project changes*

### REVIEW DETAILS

Review Category	Review Question	Answer	Variance
Schedule	Was the phase completed on schedule?	Y/N	
Expenses	Was the phase completed within budget?	Y/N	
Deliverables:			
▪ Deliverable # 1	▪ Was Deliverable #1 completed and accepted?	Y/N	
▪ Deliverable # 2	▪ Was Deliverable #2 completed and accepted?	Y/N	
▪ Deliverable # 3	▪ Was Deliverable #3 completed and accepted?	Y/N	
▪ Deliverable # 4	▪ Was Deliverable #4 completed and accepted?	Y/N	
▪ Deliverable # 5	▪ Was Deliverable #5 completed and accepted?	Y/N	
Risks	Are there any outstanding project risks?	Y/N	
Issues	Are there any outstanding project issues?	Y/N	
Changes	Are there any outstanding project changes?	Y/N	

### APPROVAL DETAILS

Supporting Documentation:

*Reference any supporting documentation to provide evidence of the project outcome if required.  
Describe the activities and resources involved in completing the review and the review timeframes.*

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

THIS PROJECT IS APPROVED TO PROCEED TO THE CLOSURE PHASE.