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| **1. Project Summary** | | | |
| **Start Date** | 15/03/2018 | **Finish Date** | 30/04/2018 |
| **Project Duration** | 1 Month 15 Days | | |

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| **2. Project Goal** |
| To achieving a desired outcome (performance **goal**) at a specific end date (time **goal**) employing a specific amount of resources (resource **goal**). **Project planning** is to identify the scope of the **project**, estimate the work involved, and create a **project schedule.** |

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| 3. Project Deliverables |
| |  |  | | --- | --- | | **Deliverables** | **Month** | | -Requirements Definition | 10 March 2018 | | -System Design | 15 March 2018 | | -Software Development | 16 March 2018 | | -Software Development | 15 April 2018 | | -User Acceptance Test(UAT) | 20 April 2018 | |

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| 4. Comments (If any) |
| This is Final sign off details description and involve both company & Client. |

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| 5. Document Signatures | | | |
| **Name** | **Description** | **Signature** | **Date** |
| Service Owner Name | By signing this document, I acknowledge that I have received all the stated deliverables at the agreed to quality levels. |  | mm/dd/yyyy |
| Project Manager Name | By signing this document, I acknowledge that I have delivered all the stated deliverables at the agreed to quality levels. |  |  |
| Others (if needed) | *Add more rows if needed.* |  |  |