# Capstone Project – Deliverable Sign Off Sheet

**INET3000 Capstone Project**

According to the Agile Scrum software development process, the user stories of your project will be organized into sprints. The completion of each sprint should signify a finished feature of the project to release quality – this is sometimes called a deliverable.

Each of these deliverables must be demoed to your client and signed off to ensure there will be no major feature creep.

The sheet below is an example of a way to keep track of these sign offs. Different projects may require other approaches, but this gets you pointed in the right direction. Even though this document requires a signature by your client, this doesn’t mean it can’t be kept digital. One solution is to have the client sign off deliverables via emails and then archive the emails with this sheet.

# Capstone Project – Deliverable Sign-Off Sheet

**ICOM2700 Capstone Project**

Project Name:

Client Name:

Team Members:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sprint Name** | Description | **Today’s Date** | **Sign Off** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |