

**Sign-off sheet**

**Documented by:**

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| **Change Reference** | **Version** | **Author** | **Date** |
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**Review**

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| **Review Date** | **Job title** | **Reviewer name** |
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1. **PROJECT INFORMATION**

* **Project name:**
* **Start Date:**
* **Department name:**
* **Project Manager:**

1. **DELEVERABLES**

This is to certify that Projects planning section has finalized, validated, and got (**name of department**) approval on the (**portal requirements document/launching/ release**) covering all modules constituting (**name of department**).

Approved version of the (**portal requirements document/launching/ release**) is (**name of department**) internet portal delivered along with the sign sheet.

Projects planning section has also completed and got **(name of department)** approval on the (**portal requirements document/launching/ release)** to be used for **(name of project)**.

1. **SIGONOFF FORM**

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| Projects planning section | **stakeholder department name** |
| By signing this document, I acknowledge the above statement as per the project scope.at the agreed to quality levels. | By signing this document, I acknowledge the above statement as per the project scope.at the agreed to quality levels. |
| Project manager: (name and signature) | Project Manager: (stakeholder name and signature) |
| Date: | Date: |
| Comments: | |