

Phase Sign Off				
Project Name:				
Project Number:				
Attachments				
Project Plan (current)				
Change Request(s)				
Project Charter Modification				
Phase Deliverables				
Deliverable	Completion Date	Satisfactory Completion?		Comments
		Yes	No	
[Number] [Name]				
Change Review				
Description of Change	Request Date	Implications		Outcome
Client Phase Evaluation				
Description	Yes	No		
Phase deliverables have met our requirements and expectations.				
Phase deliverables contain accurate and complete information.				
Phase deliverables are high quality.				
The Project Organization has functioned effectively within this phase.				
Project management and control has been maintained in this phase.				
We are satisfied with the project to date.				
The project is ready to proceed to the next phase.				
Are there any schedule, cost, or resource considerations associated with this phase that require review before proceeding to the next phase?				
Note: If check mark is in shaded area, document concerns in the next section, "Comments and Recommendations."				
Comments and Recommendations (Client)				

Comments and Recommendations (Project Team)

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Signatures		
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Name	Signature	Date