

Project Sign-Off Template

Project Name: Barb's Custom Quilt
 Service Owner: Barb Morrison
 Project Manager: Sharmin Alvandi
 Document Date: April 11 2019



1. Project Summary			
Start Date	Mm/dd/yyyy Feb 21/19	Finish Date	April 11 2019
Project Duration	8 weeks		

2. Project Goal
Were project goals met? A custom quilt web site with a homepage and products page with a gallery and slider and a contact form.

3. Project Deliverables
Were project deliverables met? - website homepage with about and contact sections and a slider - products page with a gallery of images with light box

4. Comments (If any)

5. Document Signatures			
Name	Description	Signature	Date
Service Owner Name BARB MORRISON	By signing this document, I acknowledge that I have received all the stated deliverables at the agreed to quality levels.		mm/dd/yyyy 04/11/2019
Project Name BARB'S CUSTOM QUILTS Manager Sharmin Alvandi	By signing this document, I acknowledge that I have delivered all the stated deliverables at the agreed to quality levels.		04/11/2019
Others (if needed)	Add more rows if needed		