***Project Closeout Form***

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| **Project Closeout Form** |
| The project manager uses this form to validate that a Project is complete and is accepted in Production in accordance with terms and conditions. The form should be filled out and submitted by the Project Manager, then the Project Sponsor signs and dates the memo. The original is maintained in the project manager’s file. |

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| Date:  To: (Project Sponsor)  From: (Project Manager)  Project Title:  This memo acknowledges receipt and acceptance by the Project Sponsor of the Project identified above. This project meets the performance standards and terms and conditions set forth as project expectations.  Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |