**Project Name:  
Project Sponsor:  
Project Manager:  
Document Date:**

**INSERT YOUR LOGO HERE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Summary** | | | |
| **Project Start Date** |  | **Project End Date** |  |
| **Total Duration** |  | | |

|  |
| --- |
| **Clients** |
| *Identify the client(s) involved in the project* |

|  |
| --- |
| **Project Goals** |
| *Identify the key goals of the project and whether they were met or not*   * *Goal #1* * *Goal #2* * *Goal #3* |

|  |
| --- |
| **Deliverables** |
| *Identify the key deliverables of the project and whether they were met or not*   * *Deliverable #1* * *Deliverable #2* * *Deliverable #3* |

|  |
| --- |
| **Comments** |
| *Add comments, remarks, and objections related to the project, if any.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signatures** | | | |
| By signing this document, I acknowledge that I have delivered all the stated deliverables at the agreed to quality levels. | | By signing this document, I acknowledge that I have received all the stated deliverables at the agreed to quality levels. | |
| **Project Manager:** |  | **Sponsor:** |  |
| **Signature:** |  | **Signature:** |  |
| **Date:** |  | **Date:** |  |

*This template was provided by* ***Workamajig****. Learn how Workamajig can help your agency at:*[***Workamajig.com***](https://www.workamajig.com)