

Blackblot® PMTK

Deliverable Sign-Off



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Company Name: <Enter company name>

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Document Revision History:

| Date | Revision | Revised By | Approved By |
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| <Enter revision date> | <Revision #> | <Enter your name> | <Enter name> |
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1. Introduction

1.1. Document Objective

This document describes the process of initiating a deliverable sign-off. A sign-off means securing acceptance and commitment to a project phase or deliverable.

2. Overview

2.1. Section Objective

This section describes the scope and use guidelines for a deliverable sign-off.

2.2. Deliverable Sign-off Goal

The main goal of a deliverable sign-off is to remove ambiguity on whether deliverables (such as documents or decisions) have been officially approved for release and bring closure to specific project stages. Closure of one project stage is commonly the signal to begin the subsequent stage.

2.3. Deliverable Sign-off Use Guidelines

- Deliverable sign-offs are used when there is a need to secure the acceptance of a specific important deliverable and handoff.
- Deliverable sign-offs make it harder for individuals to reverse their decisions or reopen them for additional discussion.
- Do not overuse deliverable sign-off documents. Use discretion and apply a sign-off ONLY to important deliverables.

3. Initiating a Sign-off

3.1. Section Objective

This section describes the structure of a deliverable sign-off message via email.

<Comment: Deliverable sign-off is commonly initiated via email. This section describes how to initiate a deliverable sign-off using Microsoft Outlook.>

3.2. Sign-off Email Message Structure

- The email message's subject line must refer to the deliverable on which the addressees are asked to sign off.
- The body of the message will contain the following:
 - Reference to the project and product.
 - Purpose of the specific sign-off email being sent.
 - Names and teams of the individuals signing off.
 - Actions being requested of the individuals who are signing-off.
 - Description of the deliverable or decision being signed off, including a listing of what has been reviewed (optional).
 - Statement concerning how further changes might be handled once the sign-off has been signed.
 - Statement of what will be done and considered if individuals do not respond in the allotted time period.

- An advisory statement about the implications of reopening the topic after its approval.
- Each message will display voting buttons (used in MS Outlook), which can be viewed in the top headers of the message.
- Every addressee will respond to the message using the voting buttons before a specific date.
- All voting responses will be tallied and propagated in a second message sent by the sign-off initiator, indicating that the addressees and teams have signed off.

3.3. Example of a Sign-off Request Email Message

<-----Original Message----->

*From: Gabriel Steinhardt
Sent: Monday, September 15, 20xx 4:04 PM
To: Person1, Person2, Person3
Subject: SIGN-OFF: Marketing plan – Product ABC – Project XYZ
Importance: High*

*Product: ABC
Project: XYZ*

- *Sign-off deliverable: marketing plan.*
- *Sign-off roles: person1 for the marketing team, person2 for the development team, person3 for the executive team.*
- *Reviewers: person1, person2, and person3 had reviewed the sign-off deliverable.*
- *Changes: after completing this sign-off, modifications to the sign-off deliverable can be done only at a VP level. Any amendments or changes whatsoever will be officially propagated to all addressees of this email message.*
- *Response resolution: the sign-off deliverable will be approved only by a unanimous vote of all required voters.*

Implications:

- *Approval of the sign-off deliverable means that all approving parties have reviewed and approved the final version of the sign-off deliverable, including all previously discussed changes, additions, deletions, or corrections.*
- *By approving the sign-off deliverable, the teams have consented to proceed to the next stages of the project.*
- *Any further changes to the structure, objectives, or content of the sign-off deliverable will likely delay the final delivery date and could result in a variety of additional costs to the company.*

Please vote using the Approve/Reject voting buttons, which can be viewed in the top headers of this message, and reply no later than Thursday, September 25, 20xx.

*Thanks,
--Gabriel*

-----End Message----->

3.4. Example of a Sign-off Completion Email Message

<-----Original Message-----

From: Gabriel Steinhardt

Sent: Monday, September 15, 20xx 4:04 PM

To: Audience

Cc: Person1, Person2, Person3

Subject: Unanimous Approval: SIGN-OFF: Marketing plan – Product ABC - Project XYZ

Importance: High

- *Project: XYZ*
- *Product: ABC*
- *Sign-off deliverable: marketing plan*

All reviewers have unanimously approved the sign-off deliverable.

The original sign-off request email and the reviewers' approval responses are attached to this message.

No further action is needed.

Thanks,

--Gabriel

-----End Message----->