

# Standard Operating Procedure (SOP): Manager's Closing Review and Sign-Off

This SOP details the **manager's closing review and sign-off** process, outlining the steps for thoroughly evaluating project completion, verifying all deliverables, ensuring compliance with standards, documenting final assessments, obtaining necessary approvals, and formally closing out the project. The objective is to guarantee accountability, validate quality, and authorize official project completion through a structured managerial review and endorsement.

## 1. Purpose

To define the process for managerial review and sign-off during project closure, ensuring that all deliverables are achieved, quality standards are met, and official approval is documented prior to project completion.

## 2. Scope

This SOP applies to all managers responsible for project closure within the organization.

## 3. Responsibilities

Role	Responsibility
Project Manager	Facilitates closure, prepares documentation, and submits for review.
Reviewing Manager	Conducts closing review, validates deliverables, ensures compliance, and signs off.

## 4. Procedure

- Initiate Closure:** Project manager signals readiness for final review and compiles closure documentation.
- Document Review:** Reviewing manager examines submitted documents, including project plans, deliverables, completion reports, and compliance checklists.
- Deliverables Verification:** Confirm all deliverables are complete, meet acceptance criteria, and are approved by relevant stakeholders.
- Compliance Check:** Ensure all regulatory, legal, contractual, or organizational standards and requirements have been met.
- Assessment Record:** Document findings, lessons learned, and unresolved issues (if any), and archive for future reference.
- Approval & Sign-off:** If all criteria are satisfied, formally approve closure by completing the sign-off section; if not, specify required remedial actions.
- Final Communication:** Notify relevant parties of project closure and file closure documentation in the designated repository.

## 5. Documentation

- Project Closure Report
- Deliverables Acceptance Forms
- Compliance Checklists
- Lessons Learned Register
- Manager's Sign-off Record

## 6. Manager's Sign-Off

Project Name:	_____
Manager Name:	_____
Date:	___ / ___ / ____

Signature:	<div></div> <div></div>
Comments:	<div></div>

7. Revision History

Version	Date	Description of Change	Author
1.0	____ / ____ / _____	Initial SOP creation	_____