**Test Cycle Sign-off Document**

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| --- | --- | --- | --- |
| Customer Name: | | Date: | |
| Project Name: | | Project # | |
| This document confirms that the stage [#] of the Test Cycle is completed and accepted by <Client>, <Role> on <Date>.  *<Identify the test cycle phase, goals reached in this phase, start and end dates and other information that places this activity in context.*  *Where appropriate, highlight any risks/issues that were identified during this phase and the contingency strategies that were put in place to reduce the impact of these items.*  *Once this document has been signed-off, circulate it to all relevant parties (i.e. project stakeholders) and update the necessary status reports.>* | | | |
| Phase <#>of the Test Cycle has been signed off by: | | | |
| Name: | Title: | | Date: |
| Name: | Title: | | Date: |
| Name: | Title: | | Date: |
| Name: | Title: | | Date: |
| Comments | | | |
| <Include any additional comments in here, for example, the start date of the next phase and/or other comments that may help future readers of this document> | | | |