State of Michigan

(Insert System or Project Name Here)

Stage Exit Approval

# Privacy Information

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved in this system/project or who will become involved during its lifecycle.

|  |
| --- |
| 1. System or Project Name |
|       |
| 2. Project Stage |
|      (Implementation Stage Exit Requires RFC Number       ) |
| 3. Deliverables Subject to Approval |
|       |
| 4. Return Form To Project Manager |
| a. Name |
|       |
| b. Street Address | c. City | d. State | e. Zip Code | 5. Return By Date |
|       |       | MI |       |       |
| 6. Metrics |
| a. Stage Exit Original Planned Completion Date | b. Stage Exit Re-baselined Planned Completion Date | c. Stage Exit Actual Completion Date |
|       |       |       |

# Approval Information

**Approval Signatures**

| Role | Name/Title | Signature | Date |
| --- | --- | --- | --- |
| Business Owner (member of CCB) |  |  |  |
| Project Manager (member of CCB) |  |  |  |
| Test Manager (required for Test Stage exit) |  |  |  |
| Others as needed |  |  |  |
|  |  |  |  |

**IMPORTANT!  IN ORDER FOR THE REMAINING PAGES OF THIS DOCUMENT TO FUNCTION PROPERLY, PLEASE DO NOT INSERT/REMOVE ANYTHING PAST THIS POINT!  NOTE:  THIS STATEMENT WILL NOT PRINT, UNLESS PROMPTED.  PLEASE DO NOT REMOVE THIS STATEMENT FROM THE DOCUMENT.**

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Instructions

**NOTE:** There is embedded custom XML in the cautionary note above. As long as it remains in the document with a section break continuous the hidden text will not print. If you wish to send an electronic copy the go to “File” “Info” and select “Check for issues”. Remove all items found that you do not want in the electronic copy. Then save the document again.

**Template Revision History**

| Revision Date | Author | Section(s) | Summary |
| --- | --- | --- | --- |
| 01/2017 | SEPG | All | Added RFC field for Test stage exit. Added row for Business Owner and Project Manager (Authorized Approvers as CCB members).Added template revision history and updated footers to new standard. Added instructions on when the RFC might need to be added to the form.Clarified that approval constitutes agreement for the project to proceed to the next phase and that the business benefits can still be realized |
| 01/13/2025 | SUITE Governance | Approval Information | Removed options to simplify and resolve confusion. |

# Privacy Information

# Approval Information

**Approved to proceed**

Proceed with the project according to the current plan.

At the Test Stage Exit - approval to proceed is authorization to deploy the application. Id deploying the application to Production an RFC number must be included in the document.