

Sign-off Agreement

Skillseed Management System

Issued December 3, 2014

This agreement is effective from **December 3, 2014**.

Purpose: This agreement signifies sign-off of the delivered solution. It verifies what deliverables are being turned over to the client and that the client has accepted /approved those deliverables. This form would be completed during the Project Closure phase where the project team is handing over a solution/deliverable to the client.

Agreement Parties

Between	Project Skillseed Social Enterprise (The Client)
And	Team Pentagon

Software Warranty

A Software Warranty period of **3 months** will apply from the acceptance date, i.e. 3rd December 2014. This covers the correction of any bugs which mean "anything which causes a script error or cause the system to behave in unintended manner". The Software Warranty does not cover any addition new functions or modifications to existing functions in the system.

Project Name: Skillseed Management System	Project Manager: Thandar Wai Myint
Start Date: 03 May 2014	Completion Date: 03 December 2014
Project Duration: Approximately 7 months	Sponsor: Project Skillseed Social Enterprise
Project Goal: Develop an integrated web portal which can improve current business processes to be more efficient, seamless and insightful for Project Skillseed by automating and streamlining the business functions such as submission of documents, checking registration status, sending reminder and etc.	

Project Deliverables:

Skillseed Management System (SkiMS)

Includes Five Main Modules

1. Programme Management Module
2. Application Management Module
3. Document Management Module
4. User Account Management Module
5. Email Management Module

Clients:

Project Skillseed Social Enterprise

Primary Client – Ms. Huijia Phua, Founder and Director, Project Skillseed

Secondary Client – Ms. Pei Ya Boon, Executive Director, Operations, Project Skillseed

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 Name and Signature:

Sponsor Name and Signature:

Date:

Date: