**Acceptance Report**

1. ***GENERAL INFORMATION***

Provide general details about the project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT NAME:** |  | | **PROJECT MANAGER:** |  | |
| **PROJECT START DATE:** |  | | **SPONSOR:** |  | |
| **TARGET ROLL OUT DATE:** |  | | **CUSTOMER:** |  | |
| **RECIPIENTS OF THIS REPORT:** |  | | | | |
| **PREPARED BY:** |  | **REPORTING DATE:** | | |  |

# PROJECT DELIVERABLES AND ACCEPTANCE CRITERIA VALIDATION

*List the project deliverables specified in the Project Charter, Project Plans and Change Requests and the results of the customer evaluation for each.*

| **DELIVERABLE** | **ACCEPTANCE CRITERIA** | **RESULTS OF CUSTOMER EVALUATION** | **COMMENTS** |
| --- | --- | --- | --- |
|  |  | *The deliverable meets acceptance criteria.*  *The deliverable does NOT meet acceptance criteria.* |  |
|  |  | *The deliverable meets acceptance criteria.*  *The deliverable does NOT meet acceptance criteria.* |  |
|  |  |  |  |

# OUSTANDING ISSUES AND RESOLUTION PLAN OUSTANDING ISSUES AND RESOLUTION PLAN

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*Provide a description of any outstanding issues associated with the deliverables for this project. Explain the impact to the project and plan for resolution.*

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| --- | --- | --- | --- |
| **ISSUE** | **IMPACT** | **RESOLUTION PLAN** | **OWNER/ DUE DATE** |
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# ACCEPTANCE SIGNATURES- STAKEHOLDER APPROVAL

The signatures below signify that the deliverables described in the Project Charter, Project Plans and Change Requests are accepted. The undersigned also agree to the resolution plans for any outstanding issues as described in section C above.

|  |  |  |
| --- | --- | --- |
| **CUSTOMER:** |  |  |
| **NAME:** | **SIGNATURE:** | **DATE:** |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **PROJECT SPONSORS:** |  |  |
| **NAME:** | **SIGNATURE:** | **DATE:** |
|  |  |  |
|  |  |  |
| **PROJECT MANAGER:** |  |  |
| **NAME:** | **SIGNATURE:** | **DATE:** |
|  |  |  |
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