

Acceptance Report

A. 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:	

B. 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
		<input type="checkbox"/> <i>The deliverable meets acceptance criteria.</i> <input type="checkbox"/> <i>The deliverable does NOT meet acceptance criteria.</i>	

DELIVERABLE	ACCEPTANCE CRITERIA	RESULTS OF CUSTOMER EVALUATION	COMMENTS
		<input type="checkbox"/> <i>The deliverable meets acceptance criteria.</i> <input type="checkbox"/> <i>The deliverable does NOT meet acceptance criteria.</i>	

OUTSTANDING ISSUES AND RESOLUTION PLAN

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

ISSUE	IMPACT	RESOLUTION PLAN	OWNER/ DUE DATE

C. 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: