

# OE PROJECT ACCEPTANCE REPORT INSTRUCTIONS

The Project Acceptance Report is used to confirm that the deliverables of the project, as stated in the Project Charter, meet the documented acceptance criteria. The customer identified in the Project Charter evaluates and signs off on each deliverable. The sections of the Project Acceptance Report template and the information required in those sections are described below.

## A. GENERAL INFORMATION

**PROJECT NAME** – Enter the proper name used to identify this project.

**PROJECT START DATE** – Enter the date the project started (the Project Charter was approved and project activities started).

**TARGET ROLL OUT DATE** – Specify the date that the deliverable will be delivered.

**RECIPIENTS OF THE REPORT** – Specify who should receive a copy of this report. Stakeholders should be included.

**PREPARED BY** – Enter the name of the person(s) completing this form.

**PROJECT MANAGER** – Enter the name of the project manager.

**SPONSOR** – Enter the name of the project’s sponsor.

**CUSTOMER** – Enter the name of the person who will take ownership of the deliverable.

**REPORTING DATE** – Enter the date this form is completed.

## B. PROJECT DELIVERABLES AND ACCEPTANCE CRITERIA VALIDATION

List the project deliverables specified in the Project Charter, Project Plans and subsequent Project Change Requests. List the customer acceptance criteria for each deliverable. Based on the customer evaluation of the deliverable, indicate whether each acceptance criteria has been met. Provide comments to support the results of the customer evaluation.

## C. OUTSTANDING ISSUES AND RESOLUTION PLAN

For each acceptance criteria that was **not** met or any outstanding issues that still need to be addressed, provide a description and describe resolution plans.

## D. ACCEPTANCE SIGNATURES- STAKEHOLDER APPROVAL

Have the customer(s), sponsor(s), and project manager sign the Project Acceptance Report. The signatures signify that the deliverables are accepted.