

# Project Acceptance Form

Date	
Project Name and Description	
Client	
Project Sponsor	
Project Manager	

## PURPOSE

This purpose of this Project Acceptance Form is to signify acceptance of the delivered solution. It provides verification that all project deliverables have been reviewed and accepted by the Client and it verifies that all work is complete. No outstanding items remain for completion.

## COMPLETE ACCEPTANCE CRITERIA

This document acknowledges formal acceptance of the project named and described above. All project acceptance criteria are set forth in the documents listed below. A final copy of each document is attached to this Project Acceptance Form.

1. Insert Document Name (contract)
2. Insert Document Name (scope statement)
3. Insert Document Name (requirements list)

## PROJECT EVALUATION IS COMPLETE

On behalf of the Client, the individual signing below acknowledges that he or she has reviewed the Complete Acceptance Criteria and has verified that all project deliverables meet the project specifications and requirements. The Client acknowledges that there are no unfulfilled obligations remaining. Further, the individual signing below confirms that, he or she, or an authorized agent, has reviewed each of the project deliverables and found each one to either meet or exceed all quality requirements.

## TRANSITION AND TRAINING ARE COMPLETE

The Client acknowledges that the hand-over of the project is complete. For software development projects, this means that the new system is in production and operating properly, that the full source code

is in possession of the agreed upon owner, that all system documentation has been delivered to the Client and that all training is complete.

#### PERMISSION TO CLOSE PROJECT

By signing below, the Client provides the project manager with authorization to perform all project closing activities including releasing the project team.

Date: \_\_\_\_\_

By signing below, I \_\_\_\_\_, in my capacity as

\_\_\_\_\_, for and on behalf of \_\_\_\_\_,

formally accept the project described above. I warrant that I have the authority to accept the project on

behalf of \_\_\_\_\_.

*(Insert Name of Buying Organization)*

\_\_\_\_\_  
Organization Name

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

For additional project management templates visit [www.mypmllc.com/project-management-resources/free-project-management-templates](http://www.mypmllc.com/project-management-resources/free-project-management-templates).