



Project Acceptance Document Preparation Guidelines

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1. DOCUMENT PURPOSE

Instruction:

This section provides the purpose of the document.

Recommended Text:

This document serves as a record that all of the project's deliverables have been accepted as complete and states whether or not the project is regarded as having achieved its overall goal.

2. PROJECT COMPLETION

Instruction:

Use the table provided in the template to demonstrate project completion by listing the project deliverables and their approval dates.

This list should include all deliverables created for the project. If a Project Plan or Status Reports were produced for this project, the list of deliverables should be taken from those two documents. Deliverable names should be consistent with any contracts with third parties who are producing deliverables.

3. ACHIEVEMENT OF PROJECT GOAL

Instruction:

This section documents whether or not the project has achieved its overall goal.

Recommended text:

The project goal has been measured against its success criteria, and the project has been / has not been / has partially been successful in achieving its goal.

Project Sponsor _____ Date _____

Project Manager _____ Date _____