



Project Management: Formal Acceptance

Completed by: _____

Date: _____

Project: _____

Acceptance of: Project Deliverable Project Phase Project

Description of project to be accepted:

The project product (project deliverable, project phase, or project) described above has been reviewed against the prescribed acceptance criteria. Based on these criteria, the project product is accepted as follows:

The project product is accepted As complete Subject to the attached conditions

Approved by:

Print Name

Signature

Date

Print Name

Signature

Date

Project Manager Approval:

Print Name

Signature

Date

Conditions of Acceptance	
1.	
2.	
3.	