Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select "Table Text" to restore the cells to the default value.

This form formalizes acceptance of the <Name of Project> Project.

Topic	Description
Project Name	
Project Number	
Department or Business Unit Name	
Department or Business Unit Cost Center	
Sponsor Name and Telephone Number	
Project Manager Name and Telephone Number	

Project Description
Description of the products and services produced by the project:

Statement of Acceptance:

The products and services produced by this project satisfactorily meet all specifications and requirements that have been documented for the project. The products and services are completely developed, have been adequately tested, and are ready for use in ongoing operations.

Note: Business area signoff on the Project Acceptance Document indicates acceptance of this responsibility for the software delivered by the project.

Signatures:

Sr. Business Mgr:		Date:	
Sponsor/Business Owner:		Date:	
Project Manager:		Date:	
Process Analyst:		Date:	