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| --- | --- |
| Advisicon-raster  **Advisicon, Inc.** | MSU Project Server 2010 DeploymentProject Close-Out Acceptance |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Project Manager (PM) |  | PM  e-mail |  | | **PM Phone** | |  |
| Project Manager (PM) Final Signature |  | Project  Close-out Date |  | | | | |
| [ORG NAME] |  | Manager Name |  | | | | |
| Proposal Date |  | Version |  | **Date Last Revised** | |  | |
| Authorized by | * ORG: Title: First & Last Name | Project Accepted by  (signatures) | * ORG: Title: First & Last Name | | | | |
| Review Date |  | Acceptance Date |  | | | | |
| Project Sponsor |  | Start Date  Finish Date |  | | | | |
| Project Accepted by Sponsor Signature |  | Project Sponsor |  | | | | |
| Operations Project (OP) Acceptance |  | Operations Department |  | | | | |
| OP Acceptance Signature |  | Transfer to Operations Complete Date |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Summary** | | | | |
| Project Description |  | | | |
| Business Objectives |  | | | |
| Major benefits of this project | Increasing Revenue  How this will increase revenues:  Improve Speed of Product Development  How this will improve speed of product development:  Improve the Customer Experience  How this will this improve customer experience:  Reduce length of Sales Cycle  How this will this reduce the length of the Sales Cycle:  Improve Productivity  How this will improve productivity:  Recover/Reduce Costs  How this will recover or reduce costs:  Other strategic objective supported  How this will support objective: | | | |
| Other (ORG NAME) initiatives/programs impacted |  | | | |
| Organizations involved in implementing project |  | | | |
| Project Team Members | Name |  | e-mail |  |
| Name |  | e-mail |  |
| Name |  | e-mail |  |
| Name |  | e-mail |  |
| Project Stakeholders | Name |  | e-mail |  |
| Name |  | e-mail |  |
| Name |  | e-mail |  |
| Name |  | e-mail |  |

## Project Documentation

#### Definitions, Acronyms, and Abbreviations

<Defined terms used in this document.>

#### Table 1: Referenced Documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document Title | Version | Date | Author | Document Storage Location |
|  |  |  |  |  |
|  |  |  |  |  |

## Customer Criteria for Project Success

### Customer Expectations/Needs

### Project Requirements

### Assumptions

### Risks Anticipated and Realized, Actions Taken

### Constraints

## Scope Statement

### Deliverables

## Project Budget

### Proposed Budget

### Final Budget

## Project Schedule Overview

|  |  |  |
| --- | --- | --- |
| Milestones | Target Completion Date | Actual Completion Date |
| Phase 1: Requirements Mapping/ Project Implementation Planning |  |  |
| Phase 2: Configuration/Build and Testing |  |  |
| Phase 3: Pilot to Production Rollout |  |  |
| Phase 4: PM Training |  |  |
| Phase 4: Administrator Training |  |  |
| Phase 4: Team Member Training |  |  |
| Phase 4: Training Phase |  |  |
| Phase 5: Project Closeout and Ongoing Support |  |  |