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| --- | --- | --- | --- |
| **Version Control** | | | |
| **Version** | **Date** | **Author** | **Change Description** |
|  |  |  |  |

# Document purpose

This document formalizes the acceptance of the Project considering it completed.

# Deliverables

[Describe the deliverables or reference the scope document]

### Open issues

[Use in case of an outstanding issue with respect to scope]

|  |  |  |
| --- | --- | --- |
| **Open issue** | **Responsible** | **Target Date** |
|  |  |  |
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# Additional information

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| --- | --- | --- |
| **Formal Acceptance** | | |
| Participants below authorize the termination of the project and attest to compliance with the requirements. | | |
| **Participant** | **Signature** | **Date** |
| Project sponsor |  |  |
| Project Manager |  |  |