

Acceptance Management Process For [Project Name]

Document Control

Document Information

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Document Approvals

Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
Project Manager			
Quality Manager <i>[if applicable]</i>			
Procurement Manager <i>[if applicable]</i>			
Communications Manager <i>[if applicable]</i>			
Project Office Manager <i>[if applicable]</i>			

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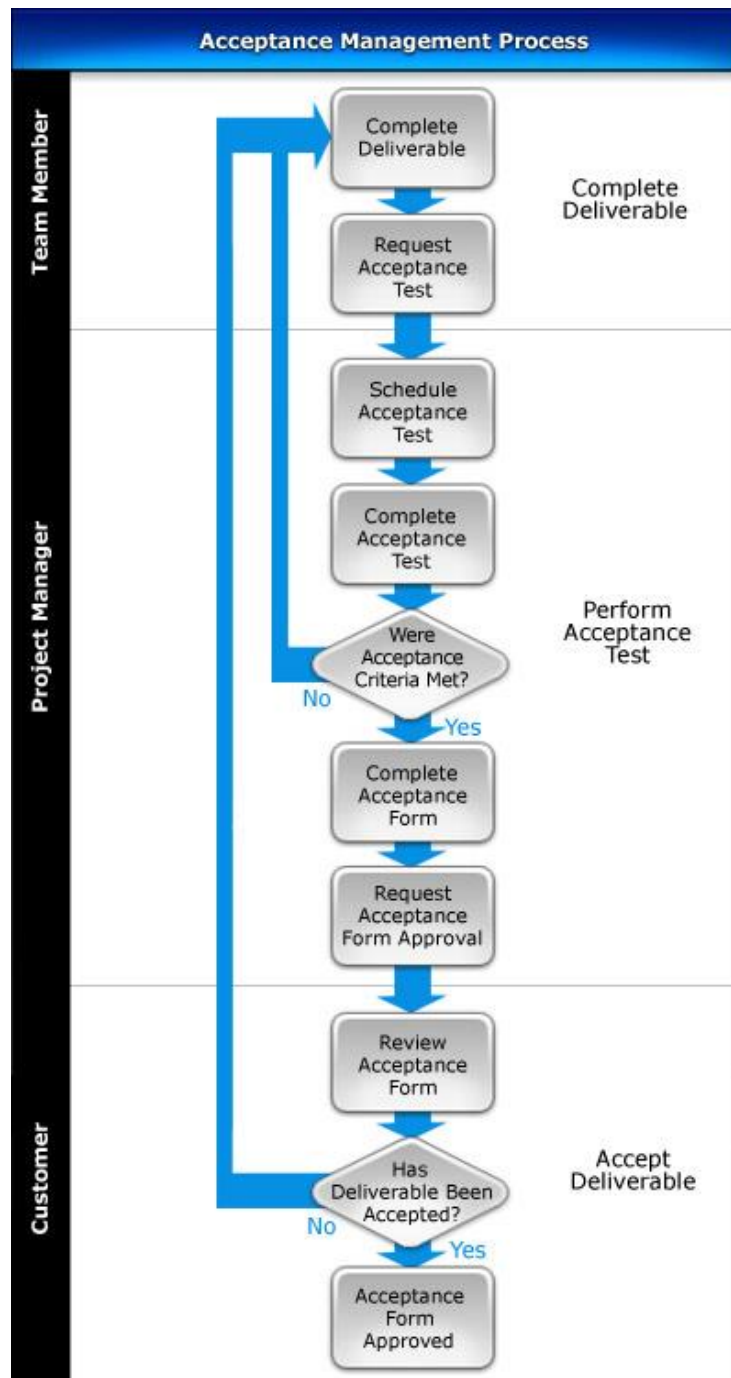
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1 Acceptance Process

Document the process for reviewing deliverables within the project and gaining the customer's acceptance that they are 100% complete, by completing the following template

1.1 Overview

Provide an overview of the Acceptance Management Process, depicted as follows:



1.2 Complete Deliverable

List the steps needed to validate that a deliverable is complete and ready for acceptance testing.

1.3 Complete Acceptance Test

Describe the process of scheduling and completing acceptance tests and determining whether the results meet the criteria stated in the Acceptance Plan. Describe the steps to complete the Acceptance Form and forward it to the customer for final approval.

1.4 Accept Deliverable

List the activities involved in gaining final acceptance from the customer; that is, the customer accepts that the deliverable(s) produced by the project are 100% complete as they fully meet the acceptance criteria stated in the Acceptance Plan.

2 Acceptance Roles

In this section, describe the key roles and responsibilities involved in the Acceptance Management Process.

2.1 Project Manager

List the responsibilities of the Project Manager in the Acceptance Management Process.

2.2 Customer

List the responsibilities of the Customer in the Acceptance Management Process.

3 Acceptance Documents

In this section, identify the documents that are used to successfully undertake the Acceptance Management Process.

3.1 Acceptance Form

Describe the purpose of the Acceptance Form and provide a template for its completion.

3.2 Acceptance Register

Describe the purpose of the Acceptance Register and provide a template for its completion.