

Acceptance Plan

For [Project Name]

Document Control

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1 Acceptance Criteria

1.1 Milestones

List the milestones that will trigger the need to undertake an Acceptance Test to gain the customer's acceptance of deliverables completed by the project.

| Milestone Name | Milestone Description | Milestone Date |
|----------------|-----------------------|----------------|
| | | |
| | | |
| | | |

1.2 Criteria

For each acceptance milestone identified, list the criteria and standards that must be met for the customer to accept deliverables completed by the project.

| Milestone Name | Acceptance Criteria | Acceptance Standards |
|----------------|---------------------|----------------------|
| | | |
| | | |
| | | |

2 Acceptance Plan

2.1 Schedule

Schedule the reviews you will need to undertake to ensure that the deliverables produced by the project meet the criteria and standards specified by the customer.

| Milestone | | | Acceptance Tests | | |
|-----------|--------------|------|------------------|-----------|------|
| Milestone | Deliverables | Date | Review Method | Reviewers | Date |
| | | | | | |
| | | | | | |
| | | | | | |

2.2 Assumptions

List any assumptions made during this acceptance planning process.

2.3 Constraints

List any constraints identified during this acceptance planning process.

3 Acceptance Process

Describe the process by which you will gain customer acceptance of completed deliverables.

3.1 Activities

List the activities required to gain customer acceptance within the project.

3.2 Roles

List the roles and responsibilities required to gain customer acceptance within the project.

3.3 Documents

List the documents used to gain customer acceptance within the project.

4 Appendix

Attach any documentation you believe is relevant to the Acceptance Plan. For example:

- *Project documentation (e.g. Business Case, Feasibility Study, Terms of Reference, Project Plan, Resource Plan, Financial Plan, Quality Plan or Risk Plan)*
- *Requirements Analysis or Needs Analysis documentation*
- *Other relevant information or correspondence*