**仅限阅读 请勿传播**

当您阅读本文档时，即表示您同意不传播本方案的所有内容

**项目验收报告**

**@FanRuanPMO**

**版本修订：**

|  |  |  |  |
| --- | --- | --- | --- |
| **日期** | **负责人** | **版本** | **说明** |
| 2017-03-06 |  | 1.0 | First Version，初稿，供参考使用 |
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**确认记录：**

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| --- | --- | --- | --- |
| **日期** | **负责人** | **版本** | **说明** |
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**项目内部交接记录单（实施运维）**

日期：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 客户名称： | | |  | | | | | | | | | | | | | | | |
| 客户地址： | | |  | | | | | | | | | | | | | | | |
| 产品系列： | | |  | | | | | | | | 验收日期 | |  | | | | | |
| **产品实施记录** | | | | | | | | | | | | | | | | | | |
| 完全验收模块 | | | | | |  | | | | | | | | | | | | |
| 未启用或暂未验收模块  （可带附件描述） | | | | | | 模块 | | | | | | 原因 | | | | 责任部门 | | |
|  | | | | | |  | | | |  | | |
| **交接内容** | | | | | | | | | | | | | | | | | | |
| 交接文档列表 | 序号 | | | | 文档名称 | | | | | | | | | | | | | |
| 1 | | | |  | | | | | | | | | | | | | |
| 2 | | | |  | | | | | | | | | | | | | |
| 3 | | | |  | | | | | | | | | | | | | |
| 4 | | | |  | | | | | | | | | | | | | |
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| 补丁  清单 |  | | | | | | | | | | | | | | | | | |
| 特殊功能点 | 序号 | | | 开发内容 | | | | | | 开发责任人 | | | | | 服务责任人 | | 是否提交开发文档及源码 | |
|  | | |  | | | | | |  | | | | |  | | □是 □否 | |
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|  | | |  | | | | | |  | | | | |  | | □是 □否 | |
| 遗留问题/未完工作 | 序号 | | | 问题描述 | | | | | | 责任部门 | | | | | 责任人 | | 文档 | |
|  | | |  | | | | | |  | | | | |  | |  | |
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| 备注 |  | | | | | | | | | | | | | | | | | |
| 交 接 人： | |  | | | | |  | 接收人： |  | | | | | 服务经理/总监 | | | |  |
| 交接日期： | |  | | | | | 接收日期： |  | | | | |

备注：