**Project Acceptance & Closure Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Name** | |  | | | **Delivery Date** |  |
| **Description** | |  | | | | |
| **Program** | |  | | | **Priority** | Priority |
| **Project Manager** | |  | | | **Status** | Status |
| **Project Acceptance Details** | | | | | | |
| **✓ (Please tick)** | | | **Acceptance** | **Description** | | |
|  | **Project Accepted** | | | All OK, project delivered | | |
|  | **Conditional Acceptance** | | | Project completed subject to some conditions or actions detailed in the comments section. Closure cannot complete till these are closed. | | |
|  | **Project NOT accepted** | | | The project has not been delivered and requires additional work as outlined in the comments section. Another acceptance cycle will be carried out. | | |
| **Comments** |  | | | | | |
| **Project Director Acceptance Sign off** | | | | | | |
|  | |  | | | |  |
| Printed Name / Title | | Signature | | | | Date |

|  |  |  |
| --- | --- | --- |
| **Project Sponsor** | | |
|  |  |  |
| Printed Name / Title | Signature | Date |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Closure Details** | | | |
| **Area** | | | **✓ (Please tick)** |
| Project Acceptance Complete? | | |  |
| Comments Addressed? | | |  |
| All agreed deliverables completed and handed over? | | |  |
| Licenses, contracts, keys, passwords, support contracts handed over? | | |  |
| **Project Managers Comments** |  | | |
| **Lessons Learned** |  | | |
| **Closure Sign off** | | | |
| **Project Manager** | | | |
|  | |  |  |
| Printed Name / Title | | Signature | Date |
|  | |  |  |
| **Project Management Office** | | | |
|  | |  |  |
| Printed Name / Title | | Signature | Date |