Client Acceptance/Project Completion Form

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I (We), the undersigned, acknowledge and accept delivery of the work completed for this project on behalf of our organization. My (Our) signature(s) attest to my (our) agreement that this project has been completed. No further work should be done on this project.

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| --- | --- | --- | --- |
| **Name** | **Title** | **Signature** | **Date** |
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1. Does this project meet the requirements for a completed success as outlined by the Project Charter and any certified Change Process documentation?

YES ❑ NO ❑

1. Please provide the main reasons for your satisfaction or dissatisfaction with this project.

3. Please provide suggestions on how our organization could improve its project delivery capability in the future.