https://blog-gestion-de-projet.com/wp-content/uploads/2020/07/logo-blog2-293px-transparent.png

**from sponsors and stakeholders**

**Obtain deliverables approval**

**Deliverables Acceptance**

CMRL Project

**DELIVERABLES ACCEPTANCE MINUTES**

|  |  |  |
| --- | --- | --- |
| **Name / Project Code** | **SAP30 / CMRL** | |
|  |  |  |
| **Reference** | **Strategy2022/CMRL** | |
| **[Which strategy, strategic objective, portfolio, or program is the project affiliated with?]** | | |
| **Project manager** | **Chantal Dupont** | |
|  |  |  |
| **Service/Organization** | **Confassis S.A.** | |

|  |  |
| --- | --- |
| **Version Control** |  |
| **Version** | **Owner** | **Description** | **Date** |
| 001 | Chantal DUPONT | Official reception | 2022-11-30 |
|  |  |  |  |
|  |  |  |  |

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## Deliverable (s) description

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| --- |
| **Detailed description and comments** |
| *[Detailed explanation corresponding to the Specifications.*  *Also mention the changes subsequently approved and give their references.*  *Remind the recipients of the objectives as described in the requirements specifications. Any change from the initial specifications must be documented in detail and must be officially approved, black and white.*  *Leave no room for interpretation here, be clear and specific.]*  **Example**:  These minutes are specific to the Finance deliverables of the SAP30 / CMRL project. The other areas set up under the project are subject to separate approvals by the heads of the concerned departments as well as the management.  Here is an extract of the requirements specifications defining the deliverables of Finance:  L1 - Finances.   * All financial modules available at headquarters will be implemented at CMRL. This includes the FI, CO share, fixed assets, general accounting, cash flow, etc. * Cost centers will be reviewed, cleaned, and aligned * General ledger accounts will be reviewed, cleaned, and aligned * The chart of accounts will be reviewed, cleaned, and aligned with headquarters rules * All VAT rules will be aligned, including intra- and extra-communautary rules * Intrastat and Extra stat reports (EU reports) will be implemented * The results of the configuration will be reviewed and approved by our auditors. * The distribution of all accounts and the new chart of accounts will be reviewed and approved by the Finance Director of CMRL (Sponsor).   Each of these points has been examined, parameters, and tested multiple times.  The new systems have been developed and validated by key users assigned by the heads of service and departments for their expertise in the areas put in place.  Test books have been drawn up and validated.  Regarding Finance, the following results were confirmed:  All financial modules available at headquarters will be implemented at CMRL.   * FI, CO * Investments, * General accounting, * Treasury * As well as the closing and “reporting” procedures   Cost centers have been reviewed, cleaned up, and aligned  General ledger accounts have been reviewed, cleaned, and aligned  The chart of accounts has been reviewed, cleaned, and aligned with headquarters rules  All VAT rules are aligned, including intra- and extra-community rules  Intrastat and Extra stat reports (EU reports) are implemented.  The results of the configuration have been reviewed and approved by our auditors  The distribution of all accounts and the new chart of accounts has been reviewed and approved by the Finance Director of CMRL (Sponsor).  The functional teams confirmed the proper functioning of the system and its adequacy with current needs, but also with the needs of the expansion strategy.  Some corrections are still to be finalized. The list is available to key users and department heads on the project's intranet site. |
|  |

## Approvals

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| --- |
| **Approvals** |
| [I, the undersigned, -----------------------------------------, representing the finance department of the CMRL, acknowledges  • have received the delivery of the above-mentioned deliverable (s);  • that this (these) deliverable (s) is (are) in line with its expectations;  • that this (these) deliverable (s) conform (s) with expectations with reservations (see below);  • that this (these) deliverable (s) is (are) not in line with expectations (see below). |

## Reservations

|  |
| --- |
| **Reservations of the parties** |
| *[Describe the reserves in detail.*  *Mention the expectations in terms of corrections, time, and cost.*  *These expectations are to be confirmed by the project manager.*  *Also, mention the date of the next reception.]* |

## Notes

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| **Notes** |
| *[If the reservations require an action plan, describe the agreements between the parties and the negotiated timelines here.]* |

**Signatures**

|  |
| --- |
| **Make two copies** |
| To: [place] On: [date]  **For the Finance Project Manager For the Client**  First/Surname First/Surname    Position Position    Signature Signature |