Connecticut Department of Social Services

Making a Difference

<Project Name>
<Deliverable Name>

Acceptance Document

Version X.XX

<Deliverable Name>

Acceptance Document

The purpose of this document is to ensure the requirements and expectations of the deliverable are met, approved, and accepted. This document may be used at the end of the project or during each phase as deliverables are submitted to the requesting organization and/or client. Ideally, this document could be developed during the planning stage for each deliverable in concert with the development of the Deliverable Expectation Document, and signed for acceptance as each deliverable is produced.

Many suppliers will have their own Deliverable Acceptance Document template. When they do, theirs may be used in lieu of this template.

"Verification" involves the checks the project team will perform to determine if the deliverable is acceptable, i.e. automated tests, performance tests.

"Validation" involves the steps the client will go through before accepting the deliverable, i.e., user acceptance testing, walkthrough. The columns can be adapted to reflect how deliverables are accepted in each project.

Revision History

Date	Version	Author(s)	Notes
1/1/2018	0.1		

<Deliverable Name>
Acceptance Document

PROJECT

Date Deliverable Submitted:	Project Name:	Project # (if applicable):

Project Manager:		Sponsor:

Completed By (Name of person w/title/agency/supplier submitting deliverable for acceptance):

DELIVERABLE

Deliverable Name:	
Acceptance Criteria:	

CONDITIONAL ACCEPTANCE

The parties agree that <enter name of responsible agency submitting deliverable> satisfactorily completed and delivered the project deliverable described herein. The client accepts the <enter deliverable name> deliverable, with the following documented exceptions:

Change/Issue Log #	Title/Description

<Deliverable Name>

Acceptance Document

Approvals

List the responsible person(s) who have the authority to approve the acceptance of deliverables. Signatures should be listed in order of authority, lowest to highest. The Roles should be customized to the needs of the project.

Remove this instruction text from the final document.

Role	Name & Title	Signature	Date
Business Lead			
Project Manager			
Project Sponsor			