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| --- | --- | --- |
| **Project Title:** |  |  |

|  |  |
| --- | --- |
| Deliverable Name | <Description of the deliverable to be accepted. These should be from the Scope Statement.> |
| Acceptance Criteria | <The criteria against which the deliverable will be judged> |
| Verification Method | <How will acceptance be verified by the project team?> |
| Validation Method | <How will acceptance be validated by the client (i.e. sponsor, customer, user acceptance group?)> |
| Client Name | <The name of the person responsible on the client’s end for validating and accepting the deliverable> |
| Client Signature |  |
| Signature Date | YYYY-MM-DD |

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| --- | --- |
| Deliverable Name |  |
| Acceptance Criteria |  |
| Verification Method |  |
| Validation Method |  |
| Client Name |  |
| Client Signature |  |
| Signature Date | YYYY-MM-DD |

|  |  |
| --- | --- |
| Deliverable Name |  |
| Acceptance Criteria |  |
| Verification Method |  |
| Validation Method |  |
| Client Name |  |
| Client Signature |  |
| Signature Date | YYYY-MM-DD |

**Help Using This Template**

The Deliverable Acceptance Form is used to track the status of project deliverables as they are produced, verified, validated and finally accepted. Ideally, this document can be developed during the planning stage and then printed and signed as deliverables are produced. Add a block for each deliverable.

“Verification” involves the checks that your project team will perform to determine if the deliverable is acceptable (i.e. automated tests, performance tests, etc…). “Validation” involves the steps that the client will go through before they accept the deliverable (i.e. user acceptance testing, walkthrough). The columns can be adapted to reflect how deliverables are accepted in your project.

*Delete this box after reading.*