**ACCEPTANCE OF DELIVERABLES**

Completion and acceptance of project deliverables defined during the Initiation (Charter) and Planning stages of a project should be reviewed and accepted as part of the implementation process. An Acceptance Review Meeting is recommended to demonstrate deliverable completion to key stakeholders. Use this Deliverables Acceptance form to document the deliverables and how they have been satisfied through the work of the project. If a deliverable has not been satisfied, document that and the reason as well.

**ACCEPTANCE REVIEW MEETING DATE: <[MM/DD/YYYY]>**

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| **KEY PROJECT INFORMATION** |
| *This table should be completed by ITS PPMO POC or the Project Manager, as it provides general information about the project.* |
| **PROJECT NAME** |  |
| **SPONSOR NAME** |  | **ITS OWNER NAME** |  |
| **SPONSOR ORG** |  | **ITS PROJECT MANAGER** |  |
| **SPONSOR POC** |  | **SPONSOR PROJECT MANAGER** |  |
| **IMPACT GROUP** | <Faculty / Staff / Students> | **IMPACT SCOPE** | <All / High / Medium / Low / None> |
| **AUDIT TASK NUMBER(S)** | <List all audit task number(s) associated with this project or enter ‘N/A’> |
| **ITS SERVICE TICKET(S)** | <List all related ITS PPMO, ITS Communications, and ITS ASRB service tickets here or enter ‘N/A’> |
| **DOCUMENT AUTHOR** |  | **DOCUMENT DATE** | <MM/DD/YYYY> |

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| **NOTE TO ALL USERS** |
| Helper-text in white table cells bound by “< >” are designed to help the user with content. Once the user starts typing, the helper texts will automatically be written over and removed.Texts in table cells shaded gray are fixed and shouldn’t be edited.If you have any questions about this template or the IT Project Management Lifecycle, please contact the ITS Portfolio and Project Management Office at pmo@gmu.edu. |

| **DELIVERABLE(S) COMPLETED** |
| --- |
| *The deliverable(s) listed here should match what is in the signed/approved Project Charter. Describe how the deliverable was met/satisfied and attach any relevant artifacts of which you would like included as part of the record for this acceptance approval* |

| **DELIVERABLE** | **HOW IT WAS MET** | **DATE** |
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| **DELIVERABLE(S) REQUIRING FURTHER ACTION** |
| *Provide the deliverables that have not met the requested requirements and/or require further action and review* |

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| **DELIVERABLE** | **ACTION NEEDED** | **DATE** |
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| **APPROVALS** |

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| **ROLE** | **NAME & ORGANIZATION** | **SIGNATURE** | **DATE** |
| **SPONSOR INFORMATION REQUIRED:** |  |  |  |
| **ITS OWNER:** |  |  |  |
| **ORG/PARTNER/STAKEHOLDER 1:** |  |  |  |
| **ORG/PARTNER/STAKEHOLDER 2:** |  |  |  |
| **SPONSOR PROJECT MANAGER:** |  |  |  |
| **ITS PROJECT MANAGER:** |  |  |  |

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| **NOTES / CONTINGENCIES / COMMENTS** |
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Once this document is completed, all deliverables listed on this document have been accepted, and signatures have been acquired, submit this Acceptance of Deliverables document and any relevant artifacts to the PPMO at pmo@gmu.edu. Email approvals are accepted in place of a signature but must be appended to the end of this document.

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*Next: Closeout or Optional Steps (as needed)*