**Date:** …

**Project Sponsor:** …

**Project Manager:** …

**Deliverable Information:**

|  |  |
| --- | --- |
| **Project Phase** | xx Enter the project phase. |
| **Deliverable Name** | xx Enter the name of the deliverable being presented for approval. If appropriate, multiple deliverables may be included for approval on a single acceptance form. |
| **Author** | xx Enter the author’s name. The author is the person who identifies the acceptance criteria has been met and is submitting the deliverable for approval. |
| **Acceptance Criteria** | xx For each deliverable being submitted, include the acceptance criteria from the contract or the project plan. |

**Attachments:** List all attachments here

* xx

(Delete all instructions prior to finalizing document.)

**Deliverable Approval:**

Comments: xx

|  |  |  |  |
| --- | --- | --- | --- |
| Project Sponsor Signature: |  | Date: |  |