PURPOSE OF THE DOCUMENT

The Project Delivery Acceptance Certificate is issued by the Executive Sponsor at the completion of the delivery of project outputs. In a staged or incremental delivery, the acceptance can be issued also by each stage or increment, as applicable.

The purpose is to confirm that the expectations for the project outputs have been met and the Project Manager has completed the respective work. When issued after the final delivery, the project Implementation phase can finish and the project moves to the Close phase. No new work is done for the outputs after that point.

PROJECT OUTPUTS

1. Outputs and project scope

<The sections below come from the Project Initiation Document (PID). If any Project Change Requests haven bee approved after the latest approval of the PID, any changes to the sections below need to be equally reflected in this document.  
The completion is marked with one of three options: **Yes** = delivered or met in full and as planned; **Partially** = completed partially but deviates from the approved specification or plan (you can also add a % to indicate the completion rate); and **No** = not delivered or met. >

Once the project has implemented the outputs (deliverables) intended and they are in use, an outcome is received in form of improvements in services provided or efficiency. The intended outputs of this project are identified below and they form the scope of this project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Objectives or changes targeted** | **Output delivered by the project** | **Components to be delivered** (detailed scope) | **Delivered? Comments?** |
|  |  |  | [Yes | Partially | No | Waived]  [Brief comment, if applicable] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Acceptance criteria

The Project Owner has set the following acceptance criteria for this project. When these acceptance criteria have been met, the delivery is considered complete and the project proceeds to the Close phase.

|  |  |  |
| --- | --- | --- |
| **Acceptance criteria** | **How measured / evidenced?** | **Have the criteria been met?**  **Comments?** |
|  |  | [Yes | Partially | No | Waived]  [Brief comment, if applicable] |
|  |  |  |
|  |  |  |

1. Business impact

The recommended solution will have the following business impacts within staff, students and external parties.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff impacted** | **Impact category** | **Level of impact** | **Expected timeframe** | **Managed successfully?** |
|  |  |  |  | [Yes | Partially | No] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Students impacted** | **Impact category** | **Level of impact** | **Expected timeframe** | **Managed successfully?** |
|  |  |  |  | [Yes | Partially | No] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **External parties impacted** | **Impact category** | **Level of impact** | **Expected timeframe** | **Managed successfully?** |
|  |  |  |  | [Yes | Partially | No] |

IMPLEMENTATION

1. Quality criteria

The following quality criteria had been agreed to for this project. They form the basis of all quality assurance and the fulfilment of the criteria allows the Executive Sponsor to approve the completion of the project delivery. They are derived from and closely linked to the Business Requirements and will be used to inform detailed test plans and test cases or other similar validation activities. They also are directly linked to the quality expectations set in the Project Business Case.

|  |  |  |  |
| --- | --- | --- | --- |
| **Output** | **Expected performance** | **Tolerance** | **Have the criteria been met? Comments?** |
|  |  |  | [Yes | Partially | No | Waived]  [Brief comment, if applicable] |
|  |  |  |  |
|  |  |  |  |

ACCEPTANCE

<The Executive Sponsor selects the applicable option. Their approval is marked as a signature or an exact reference to meeting minutes (e.g. Project Board / Steering Committee) or an email is in the respective box in the table below.>  
The Executive Sponsor (or Project Owner as their delegate) has reviewed and inspected the deliverables made and work performed in the project, and is satisfied that deliveries fulfil the requirements as specified in the Project Initiation Document (PID) and any approved Project Change Requests. They will enable the Executive Sponsor to deliver the outcome and benefits identified in the Project Business Case.

|  |  |
| --- | --- |
| **Approval** | **Executive Sponsor signature and date** |
| All outputs fully completed.  The project can finish the Implement phase and move to project closure. |  |
| Outputs completed up to Milestone number \_\_\_\_\_.  The project continues to implement the remaining milestones and outputs. |  |
| The completion of outputs not approved.  Rectification required as identified below and discussed in more detail with the Project Manager. |  |
|  |  |
| Comments: | |