Document 1

What Is a Project Acceptance Form?

**A**project acceptance form is a document that, when executed, signifies formal, written acceptance of the entire project. It acknowledges that all project requirements have been met and that all deliverables are complete.

Where there are formal acceptance procedures, note that each phase becomes acceptance before the final project acceptance document is signed. By the time each phase is accepted, project acceptance is typically little more than a formality.

Project acceptance does trigger events; however. An executed project acceptance document provides the project manager with authority to formally close the project.