|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared By** |  | **Date** |  |

|  |  |  |
| --- | --- | --- |
| **Project Name:** |  | |
| **Project Phase:** |  | |
| **Deliverable Failing Acceptance:** | | |
|  | | |
| **Were completeness and correctness criteria achieved?** | |  |
| **Do the deliverables meet the criteria?** | |  |
| **If no, what corrective actions are underway to bring deliverables into compliance (Testing, inspection, peer review, etc.).** | | |
|  | | |
| **Overall comments:** | | |
|  | | |

# Sign-Off

Signature indicates deliverable NOT accepted as complete.

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name and Title | Signature | Date |
| Project Sponsor |  |  |  |
| Project Manager |  |  |  |
| Business Lead |  |  |  |
|  |  |  |  |