State of Vermont

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Project Name Here

Acceptance Criteria

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Prepared By: (Your Name)

Date of Publication: mm/dd/yyyy

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# Revision History

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| --- | --- | --- | --- |
| Version | Date | Author(s) | Revision Notes |
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| Completeness and Correctness Criteria | Target | Actual |
| ***Examples for an IT Application*** |
| Major Features and Functions in Place | All high-priority requirements are met. At least 80% of the medium-priority requirements are met. |  |
| Response Time | The users must not have to wait for normal response. Average response time less than one second, with peak times not more than five seconds. |  |
| Well Documented | User documentation created and accepted. System documented within each program. |  |
| Secure | All security requirements met. |  |
|  Minimal Defects | No more than five minor errors during user acceptance tests. No major errors during user acceptance test.  |  |
|  Overall Appearance | At least a four out of five rating from the system test/usability test. |  |
|  Accurate | All reports and online screens are consistent and balance. |  |
| Ease of Use | At least a four out of five rating from the system test/usability test. |  |
| Available | Must be stable for a two-week trial run before going live.  |  |
| ***Examples for Project Document*** |
| Table of Contents | Complete TOC must exist. |  |
| All Major Sections | All major sections must exist, consistent with the standard document template. |  |
| No Grammar or Spelling Errors | Run spell check and syntax check. |  |
| Easy to Read | Subjective, based on reader verbal feedback. |  |
| Conclusion Supported by the Facts | Subjective, based on reader verbal feedback. |  |
| Attachment for Financial Details | The financial details are included in a separate attachment. |  |
| Attachment for Workplan Details | The workplan is included as a separate attachment. |  |

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# Approvals

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| Role | Name and Title | Signature | Date |
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