



Project Acceptance Document (PAD)
Project Name
Version

Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select “Table Text” to restore the cells to the default value.

This form formalizes acceptance of the <Name of Project> Project.

Topic	Description
<i>Project Name</i>	
<i>Project Number</i>	
<i>Department or Business Unit Name</i>	
<i>Department or Business Unit Cost Center</i>	
<i>Sponsor Name and Telephone Number</i>	
<i>Project Manager Name and Telephone Number</i>	

Project Description
<i>Description of the products and services produced by the project:</i>

Statement of Acceptance:

The products and services produced by this project satisfactorily meet all specifications and requirements that have been documented for the project. The products and services are completely developed, have been adequately tested, and are ready for use in ongoing operations.

Note: Business area signoff on the Project Acceptance Document indicates acceptance of this responsibility for the software delivered by the project.

Signatures:

Sr. Business Mgr:		Date:	
Sponsor/Business Owner:		Date:	
Project Manager:		Date:	
Process Analyst:		Date:	