

**NEW YORK STATE DEPARTMENT OF HEALTH  
PROJECT MANAGEMENT OFFICE**

**DELIVERABLE ACCEPTANCE FORM**

<i>Purpose:</i>	<i>Provide documentation for project deliverables acceptance.</i>
<i>Target Audience:</i>	<i>Where appropriate the Project Sponsor and/or Project Director, Project Manager.</i>

<b>PROJECT IDENTIFICATION</b>
<b>Project Name:</b>
<b>Project Sponsor:</b>
<b>Project Director:</b>
<b>Project Manager:</b>
<b>Date:</b>

<b>DELIVERABLE INFORMATION</b> <i>(Enter information below for the Deliverable being presented for approval.)</i>	
<b>Project Phase:</b>	<b>Date:</b>
<b>Task ID:</b>	<b>Author:</b>
<b>Deliverable Name:</b>	
<b>Description:</b> <i>(Describe the deliverable(s) being submitted for acceptance.)</i>	

<b>ACCEPTANCE CRITERIA</b> <i>(Describe criteria which determines deliverable acceptance. The text from the Scope Statement can be used.)</i>

<b>REVIEWER INFORMATION</b> <i>(Provide below information for each individual designated as a Reviewer for a deliverable. If the recommended action is rejection of the deliverable, the reviewer must explain the reason. Duplicate the below section if more than one reviewer is required. )</i> <i>NOTE: If the deliverable being presented for approval is a project MANAGEMENT deliverable, the reviewer is most likely a member of the organization who is agreeing to secure required resources for the next project management phase. If the deliverable being presented for approval is a PROJECT deliverable, the reviewer is most likely a subject matter expert who is providing subject expertise and recommending that the approver either approve or reject the deliverable.</i>		
<b>Reviewer Name:</b>	<b>Role:</b>	
<b>Deliverable:</b>		
<b>Recommended Action:</b>	<input type="checkbox"/> <b>Approve</b>	<input type="checkbox"/> <b>Reject</b>
<b>Reviewer Comments:</b>		

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<b>Reviewer Signature:</b>
<b>Date:</b>

<b>APPROVER INFORMATION</b> <i>(Provide below information for each individual designated as an Approver for a deliverable. If the Approver is rejecting the deliverable, he/she must provide the reason. If the deliverable is being approved, the Approver should sign the form and enter the Date approved. Duplicate the below section if more than one Approver is required.)</i>	
<b>Approver Name:</b>	<b>Role:</b>
<b>Deliverable:</b>	
<b>Recommended Action:</b>	<input type="checkbox"/> <b>Approve</b> <span style="margin-left: 100px;"><input type="checkbox"/> <b>Reject</b></span>
<b>Approver Comments:</b>	
<b>Approver Signature:</b>	
<b>Date:</b>	

<b>PROJECT MANAGER INFORMATION</b> <i>(Once a deliverable has been approved, the Project Manager should indicate his/her agreement by providing a Signature and Date.)</i>	
<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	