

EXEMPLAR PAPER 2 - MEMORANDUM HANDOUT B



PROJECT ACCEPTANCE FORM

Purpose: The Client Acceptance form signifies sign-off of the delivered solution, it verifies what deliverables are being turned over to the client and that the client has accepted / approved those deliverables. This form would be completed during the Close phase of a project where the project team is handing over a solution/deliverable to the client.

Project Name	Project Ensuite Bathroom
Project Number	N/A
Project Sponsor	Any name
Project Manager	Learner's name (name) (email) (phone number)
Project Description	The project manager for Best Bathrooms was tasked to build an ensuite bathroom onto the main room for a customer who was going to use their bonus to pay for the renovation. The customer had a budget of R100 000.00. Best Bathrooms had said that they could do the ensuite within the budget.

LIST OF CLIENT DELIVERABLES COMPLETED

Deliverables	<ul style="list-style-type: none"> • Measure available area for building the bathroom • Get customer to choose the bath/shower head, shower door, taps and any additional fittings • Source the required items within the budget • Build the bathroom • Install the bath/shower, etc. • Tile the bathroom floor and walls • Paint the walls (if any exposed and not tiled)
Acceptance Response	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted until below issues are addressed <input type="checkbox"/> Accepted provided below issues are addressed
Issues	None identified
Additional Comments	N/A

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PREPARED BY			
Project Manager	Learners name	Learners signature	Any date
	(name)	(signature)	(date)
REVIEWED BY			
Delivery Manager	Learners name	Learners signature	Any date
	(name)	(signature)	(date)
APPROVED BY			
Sponsor	Sponsors name	Sponsors signature	Any date
	(name)	(signature)	(date)