Acceptance to Deploy

Template


December 2021

**Using this Template**

The companion tool, **Acceptance to Deploy Instructions**, provides detailed direction for completing this template. This and other Framework tools are available on the Framework Web site.

To create a deliverable from this template:

1. Delete the template title page (previous page) and this page.
2. Replace [bracketed text] on the cover page (next page) with your project and agency information.
3. Replace [bracketed text] in the tool header at the top of page 1 with the same project information as on the cover page.

 Note: Please do not remove or modify content in the footer area.

1. Complete the entire template. Each section contains abbreviated instructions, shown in italics, and tables for entering content. Relevant text from other project deliverables may be pasted into content areas.

Note: Please do not remove the italicized instructions.

Texas Project Delivery Framework

**Acceptance to Deploy**

 [Agency/Organization Name]

[Project Name]

*Approval of the Acceptance to Deploy deliverable indicates an understanding and formal agreement that the product and/or service should become operational. By signing this deliverable, each individual agrees to the contingencies, conditions, limitations, and/or constraints as described herein.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Approver Name** | **Title**  | **Signature** | **Date****mm/dd/yy** |
|  |  |  |  |
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# Section 1. General Information

|  |  |
| --- | --- |
| Project Name | Date mm/dd/yy |
|  |  |
| Agency |
|  |
| Contact | Phone | Email | Fax |
|  |  |  |  |
| Project Manager | Phone | Email | Fax |
|  |  |  |  |

# Section 2. Project Deliverables

| Product and/or Service | Acceptance Date mm/dd/yy | Contingency and/or Condition |
| --- | --- | --- |
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# Section 3. Acceptance Agreement

## 3.1 Method

*Describe the mechanism used to obtain formal agreement for deployment. For example, the mechanism may involve a face-to-face meeting, teleconference, or some other formal approach to specifically obtain acceptance to deploy the product and/or service.*

| Method |
| --- |
|  |

## 3.2 Representatives

*Identify who was involved in acceptance, including which functional areas (e.g., program staff, vendor, finance, quality) were represented.*

| Name | Project Role or Title | Functional Area |
| --- | --- | --- |
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## 3.3 Supporting Documentation

*Describe documents used as supporting material during acceptance, including whether the documents required a formal signature for approval.*

| Document Name | Signature Approval Names |
| --- | --- |
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# Section 4. Acceptance to Deploy Checklist

*Respond to each question. For each “no” response, include an issue in the Open Issues section.*

| Item | Question | Functional Area |
| --- | --- | --- |
| 4.1 | Did you formally approve plan(s) that identify operational requirements, service readiness, training, knowledge transfer, rollout strategy, and other core activities/factors that are necessary to effectively move a technology-based product and/or service to an operational status? For example, did you approve a Deployment Plan, Training Plan, Operations and Maintenance Plan, and/or Product Release Plan? | Yes [ ]  No [ ]  |
| 4.2 | Did you formally accept all test results? | Yes [ ]  No [ ]  |
| 4.3 | Do you accept the product and/or service is ready to be operational? | Yes [ ]  No [ ]  |
| 4.4 | Do you agree the product and/or service has sufficiently met the stated business goals and objectives? | Yes [ ]  No [ ]  |
| 4.5 | Do you fully understand and agree to accept all operational requirements, operational risks, maintenance costs, and other limitations and/or constraints imposed as a result of making the product and/or service operational? | Yes [ ]  No [ ]  |

# Section 5. Open Issues

*Describe any open issues and plans for resolution within the context of formally accepting deployment of the product and/or service. Include an open issue for any “no” responses in the Acceptance to Deploy Checklist section.*

| Issue | Planned Resolution |
| --- | --- |
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