

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Acceptance Criteria. The information for the Acceptance Criteria will be found within the SU Process in the PRINCE2 Manual. There is also a Product Description for the Acceptance Criteria at Appendix A of the PRINCE2 Manual.

The Acceptance Criteria are derived from the Senior User and the Customer's quality expectations.

Loading the file

This template has been produced using Microsoft Word 97. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the whole Acceptance Criteria Document can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Acceptance Criteria Document under its own name

Save the Acceptance Criteria Document by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Acceptance Criteria Document is completed check the document against the following Quality Criteria:

- All Criteria are measurable.
- Each criterion is individually realistic.
- The criteria as a group are realistic, for example, high quality, early delivery and low cost may not go together.
- Acceptance Criteria form a complete list of criteria to define what will constitute a product acceptable to the customer.

PROJECT DOCUMENTATION

ACCEPTANCE CRITERIA

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1 Acceptance Criteria History

Document Location

This document is only valid on the day it was printed.
The source of the document will be found in.....

Revision History

Date of this revision:

Date of Next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management/Specialist/Quality section of the project files.

Name	Signature	Title	Date of Issue	Version

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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2 Table of Contents

3 Purpose

[The following may vary according to type of product and so are suggested inclusions]

4 Target Dates

5 Major Functions

6 Appearance

7 Personnel level required to use/operate the product

8 Performance levels

9 Capacity

10 Accuracy

11 Availability

12 Reliability

13 Development Cost

14 Running Costs

15 Security

16 Ease of Use

17 Timings

Acceptance Criteria

3 Purpose

[A definition in measurable terms of what must be done for the final product to be acceptable to the Customer and staff who will be affected]

4 Target Dates

5 Major Functions

6 Appearance

7 Personnel Level Required To Use/Operate The Product

8 Performance Levels

9 Capacity

10 Accuracy

11 Availability

12 Reliability

[Mean/Maximum Time To Repair, Mean Time Between Failures]

13 Development Cost

14 Running Costs

15 Security

16 Ease Of Use

17 Timings