**MANAGEMENT INFORMATION SYSTEM**

**ACCEPTANCE FORM**

This document is issued to obtain the customer’s sign-off once the project is complete.

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| **Project Title:** |
| **Project Description:** |

The Project Outcome has been measured against its acceptance criteria and has been formally accepted on behalf of the clientele. The project may now be closed.

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| **Recorded shortfalls of the Final Project Outcome (if any):** |
| **MIS Developer** | **Sponsor and End User** |
| ***Name:*** | ***Name:*** |
| ***Position:*** | ***Office and Position:*** |
| ***Signature******Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | ***Signature******Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |

Reviewed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*ICT Coordinator*

Approved by:

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*Director for Management Information System Unit*