

ORGANIZATIONAL PROCESS ASSETS UPDATES

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MASTERS OF SCIENCE PROJECT MANAGEMENT CAPSTONE

PMGT 690

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PROJECT ACCEPTANCE BICYCLE PROJECT

This document establishes formal acceptance of all the deliverables for the Bicycle project. The Bicycle project has met all the acceptance criteria as defined in the requirements document and project scope statement. A project audit has been performed to verify that all deliverables meet performance and product requirements. Additionally a product evaluation has been performed and determined that all products meet the quality and functional requirements defined within this project.

The following deliverables have been met:

- Test manufacturing system of new bicycle frame
- Fully deployed manufacturing system
- Technical documentation for manufacturing process
- Recommendation list for future manufacturing considerations

Transition to Operations has been completed. The live system has been handed over to Operations and the transfer of knowledge from the Project Team to Operations has also been completed. All training has concluded and the System Operations Guide has been handed over to Operations.

The Project Manager is authorized to continue with the formal close out of this project. The closeout process will include a post-project review, documentation of lessons learned, release of the Project Team, close out all procurements and archive all relevant project documents. Once the closing process is completed the Project Sponsor will be notified and the Project Manager will then be released from the project.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

<Project Sponsor Name>
<Project Sponsor Title>

Date: _____

References

Project Management Institute (PMI). (2004). *A guide to the project management body of knowledge (PMBOK guide)*. Newtown Square, Pa: Project Management Institute.