

Acceptance Criteria Worksheet

Project Name:				
This worksheet can be used to identify and evaluate project acceptance criteria. Step 1: Describe your acceptance criteria for a specific project. Step 2: Assign a category to help you organize the criteria identified. Step 3: Evaluate acceptance criteria to determine applicability and relevance.				
Criteria Description	Criteria Category	Acceptance Criteria Evaluation		
Enter specific acceptance criteria in the space below.	Select the appropriate <i>criteria</i> category.	Is this criteria relevant?	Is this criteria measurable?	Is this criteria specific?
		Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No