

Software Project Acceptance Criteria Form

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Filled in BEFORE the project starts and signed by both sides. If "done" is not defined here, everyone arrives at delivery with a different finish line in mind.

Project name

Supplier / team

Start date

Target delivery date

Owner on our side

1 · Scope — what it will do

Item	This phase	Phase 2	Out of scope

2 · Acceptance criteria — what "done" means

Job	On which device/environment	Measurable condition	Who signs off

3 · Ownership (nothing starts until all three are in writing)

- ☐ Intellectual property transfers to us Clause no:
- ☐ Repos, servers, domain and store accounts in our name Supplier is invited in
- ☐ Source code + database schema + setup document at delivery Attached to the handover record
- ☐ Data can be exported whenever we ask Format:
- ☐ Bug-fix period after delivery How many months, then at what rate

4 · Stop criterion — by what date, failing which result, do we stop

5 · Pilot scope — which single department / site / line goes first

6 · Progress rhythm

What	Frequency	Who attends
Working-software demo (with real data)	Every two weeks	
Status call	30 min weekly	
To do / doing / done list update	Continuous	

Three notes

- Progress is read from working software, not a report. Nobody can verify a percentage; a demo can be verified.
- Do not ask for quotes without writing the scope — without it the quotes cannot be compared and everything outside becomes a later invoice.
- Put the person who will use the system (supervisor, foreman, field crew) among those who sign off the acceptance criteria; otherwise it works on paper and not in the field.

For information only; not legal advice.

Working through build-or-buy and software decisions — Sofft Consulting

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