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Commitments Agreement Form Template
Rev. 3.0, June 2013

Sample: For Evaluation Only

PROJECT COMMITMENTS – AGREEMENT FORM

Project Name:	
Prepared by:	
Date (MM/DD/YYYY):	









This form documents that the project listed above requires any or all of the following: 

1. Deliverables from another project (Deliverables Commitment)
2. Resources from an organization outside of the project team (Resource Commitment)
3. Action from Management (Action Commitment)

A representative of the providing party should describe exactly what deliverables, resources or action(s) they are committing to and sign the appropriate section. The project manager of this project confirms agreement by countersigning.

Note: Only the Deliverables Commitment portion of this template is shown below. The entire template is available at www.cvr-it.com

Comment [.1]: This form is used in those circumstances where the deliverable, resource or action in question is important to the project and there is question about whether or not they will be delivered as needed and/or on time.

1. Deliverables Commitment		
Describe all deliverables that the Linkage project will deliver to the Primary Project: 		
Linkage Project Name:		
Linkage Project Manager:		
Contact Information:		
Project Relationship: 		
Value of Deliverables: 		
Impact of Failure to Deliver: 		
Deliverable Description 	Acceptance Criteria 	Required Date (MM/DD/YYYY)
1.		
2.		
3.		
<i>I have reviewed the deliverables that my Linkage Project must deliver to the Primary Project and agree that they are correct. I can fulfill these commitments as stated.</i>		
Signed by: 		Date:
<i>I have reviewed the deliverables that my project will receive from the Linkage Project and agree that they are correct and complete.</i>		
Signed by: 		Date:

Comment [.2]: Primary Project: the project that is receiving the deliverables.
Linkage Project: the project that is providing the deliverables.

Comment [.3]: For example, are the two projects part of the same program? Is there a contractual relationship?

Comment [.4]: Describe the benefit the Primary project will realize upon receipt of the deliverables from the Linkage project.

Comment [.5]: Describe the impact the Primary project will suffer if the Linkage project fails to deliver as expected. What if they deliver late? What if they deliver poor quality? What if they do not deliver at all?

Comment [.6]: Name and describe the deliverable. Be specific.

Comment [.7]: Describe the quality characteristics of each deliverable that will make it acceptable to the receiving party.

Comment [.8]: Project Manager of the Linkage Project signs here.

Comment [.9]: Project Manager of the Primary Project signs here.

 = Inline help. Mouse over to see Help Text. **Note: in this sample, help text is shown to the right as Comments**