

UAT Signoff

UAT Sign-Off

Project: {{PROJECT_NAME}} Version: {{VERSION}} Date: {{DATE}}
Author: {{AUTHOR}} Status: Draft | In Review | Approved Reviewers:
{{REVIEWERS}}

Document History

Version	Date	Author	Changes
0.1	{{DATE}}	{{AUTHOR}}	Initial draft

1. UAT Overview & Objectives

Release: {{PROJECT_NAME}} v{{VERSION}} UAT Period: {{UAT_START}} - {{UAT_END}} UAT Environment: {{UAT_URL}}

Objectives:

- Confirm that all features in scope match the agreed requirements and acceptance criteria
- Validate business process flows work end-to-end as expected by business stakeholders
- Identify any gaps between delivered functionality and business expectations before production release
- Provide formal business sign-off for production deployment

Scope of this UAT: {{UAT_SCOPE}} Out of scope: {{UAT_OUT_SCOPE}}

2. Test Environment & Access

Parameter	Value
UAT URL	{{UAT_URL}}
Version deployed	{{VERSION}}
Deployed on	{{DEPLOY_DATE}}
Data state	{{DATA_STATE}}

Test account credentials:

Account	Email	Password	Role	Use For
{{ACCOUNT_1}}	{{EMAIL_1}}	In {{VAULT}}	{{ROLE}}	{{USE}}
{{ACCOUNT_2}}	{{EMAIL_2}}	In {{VAULT}}	{{ROLE}}	{{USE}}

Support during UAT: Contact {{UAT_SUPPORT}} via {{SUPPORT_CHANNEL}} for environment issues or questions.

3. UAT Participants

Name	Title	Module Responsibility	Contact	Available Until
{{NAME_1}}	{{TITLE}}	{{MODULES}}	{{EMAIL}}	{{DATE}}
{{NAME_2}}	{{TITLE}}	{{MODULES}}	{{EMAIL}}	{{DATE}}
{{NAME_3}}	{{TITLE}}	{{MODULES}}	{{EMAIL}}	{{DATE}}

UAT Coordinator: {{COORDINATOR}} **Engineering Liaison:** {{LIAISON}} (available to answer questions)

4. Test Scenarios

Module: {{MODULE_1_NAME}}

Tester: {{TESTER_1}} **Priority:** Critical / High / Medium

Scenario {{MODULE_1}}-001: {{SCENARIO_TITLE}}

Field	Value
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Description	{{SCENARIO_DESCRIPTION}}
Priority	Critical / High / Medium
Preconditions	{{PRECONDITIONS}}

Test Steps:

Step	Action	Expected Result	Actual Result	Status
1	{{ACTION}}	{{EXPECTED}}		Pass / Fail / Blocked
2	{{ACTION}}	{{EXPECTED}}		
3	{{ACTION}}	{{EXPECTED}}		

Overall Result: Pass / Fail / Blocked **Notes:** {{NOTES}} **Tester:** {{TESTER}} | **Date:** {{DATE}}

Scenario {{MODULE_1}}-002: {{SCENARIO_TITLE}}

Field	Value
Description	{{SCENARIO_DESCRIPTION}}
Priority	Critical / High / Medium
Preconditions	{{PRECONDITIONS}}

Test Steps:

Step	Action	Expected Result	Actual Result	Status
1	{{ACTION}}	{{EXPECTED}}		
2	{{ACTION}}	{{EXPECTED}}		

Overall Result: Pass / Fail / Blocked **Notes:** {{NOTES}} **Tester:** {{TESTER}} | **Date:** {{DATE}}

Module: {{MODULE_2_NAME}}

Tester: {{TESTER_2}} **Priority:** Critical / High / Medium

5. UAT Results Summary

Module	Scenarios	Passed	Failed	Blocked	Pass Rate
{{MODULE_1}}	{{TOTAL}}	{{PASS}}	{{FAIL}}	{{BLOCKED}}	{{PCT}}%

Module	Scenarios	Passed	Failed	Blocked	Pass Rate
{{MODULE_2}}	{{TOTAL}}	{{PASS}}	{{FAIL}}	{{BLOCKED}}	{{PCT}}%
Total	{{TOTAL}}	{{PASS}}	{{FAIL}}	{{BLOCKED}}	{{PCT}}%

6. Defects Found During UAT

#	Description	Module	Severity	Tester	Reported Date	Status	Resolution
1	{{DEFECT_1}}	{{MODULE}}	Critical / High / Medium / Low	{{TESTER}}	{{DATE}}	Open / Fixed / Deferred	{{RESOLUTION}}
2	{{DEFECT_2}}	{{MODULE}}					
3	{{DEFECT_3}}	{{MODULE}}					

Defect tracking link: https://{{BUG_TRACKER_LINK}}

7. Outstanding Issues & Risk Acceptance

Issues Deferred to Future Release

#	Issue	Severity	Reason for Deferral	Fix Version	Risk Acceptance By
1	{{ISSUE_1}}	Medium	{{REASON}}	v{{VERSION}}	{{APPROVER}}
2	{{ISSUE_2}}	Low	{{REASON}}	Backlog	{{APPROVER}}

Workarounds in Place for Sign-Off

Issue	Workaround	Acceptable for Production	Accepted By
{{ISSUE}}	{{WORKAROUND}}	Yes / No	{{APPROVER}}

8. Go / No-Go Recommendation

Individual Recommendations

Participant	Module	Recommendation	Conditions
{{NAME_1}}	{{MODULE}}	Go / No-Go / Conditional Go	{{CONDITIONS}}
{{NAME_2}}	{{MODULE}}	Go / No-Go / Conditional Go	{{CONDITIONS}}
{{NAME_3}}	{{MODULE}}	Go / No-Go / Conditional Go	{{CONDITIONS}}

Overall Recommendation

UAT Coordinator recommendation: Go / No-Go / Conditional Go

Rationale: {{RATIONALE}}

9. UAT Exit Criteria Verification

- All Critical scenarios executed
- All High-priority scenarios executed
- Pass rate \geq {{MIN_PASS_RATE}}%
- All Critical defects resolved
- All High defects resolved or deferred with risk acceptance
- Outstanding issues documented and accepted
- All UAT participants have completed their assigned scenarios
- UAT environment matches production configuration (confirmed by {{CONFIRM_BY}})

Exit criteria met: Yes / No **Exceptions noted:** {{EXCEPTIONS}}

10. Sign-Off Table

Role	Name	Date	Decision	Conditions (if conditional)	Signature
Product Owner			Approve / Reject / Conditional Approve		
Business Stakeholder — {{AREA}}			Approve / Reject / Conditional Approve		
QA Lead			Approve / Reject / Conditional Approve		
Engineering Lead			Approve / Reject / Conditional Approve		

Conditions for Conditional Approval

#	Condition	Owner	Due Date	Verified By
1	{{CONDITION_1}}	{{OWNER}}	{{DATE}}	{{VERIFIER}}
2	{{CONDITION_2}}	{{OWNER}}	{{DATE}}	{{VERIFIER}}

Related Documents

- [Deployment Checklist](#)
- [Release Notes](#)
- [Test Plan](#)

Approval

Role	Name	Date	Signature
Author			
Reviewer			
Approver			

Revision #3

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