User Acceptance Testing (UAT) Sign-Off Template

# 1. Project & UAT Overview

Project Name: QA System Implementation

Module/Feature(s) Tested: Authentication & Payments

UAT Start Date: 2025-08-20

UAT End Date: 2025-08-28

Environment: Staging

UAT Coordinator: John Tester

# 2. Test Execution Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Test Case ID | Test Case Description | Status (Pass/Fail) | Comments |
| TC-001 | Log in with valid credentials | Pass | Works as expected |
| TC-002 | Invalid login attempt | Pass | Error message displayed |
| TC-003 | Payment gateway integration | Fail | Timeout issue observed |

# 3. Defect Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Defect ID | Description | Severity | Status | Remarks |
| BUG-101 | Payment gateway timeout | High | Open | Fix in next sprint |
| BUG-102 | Minor UI alignment issue | Low | Closed | Resolved in v1.0.2 |

# 4. Acceptance Criteria

✅ All high-severity defects resolved or deferred with agreement

✅ Minimum 95% test cases passed

✅ Business stakeholders validated critical workflows

✅ No blocking issues remain

# 5. Risks/Outstanding Issues

- Payment gateway still has a timeout issue (medium risk)  
- Some minor UI issues deferred

# 6. Sign-Off Statement

We, the undersigned, confirm that UAT for the above project/module has been completed.  
The application meets the agreed acceptance criteria and is approved for release.

# 7. Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Signature | Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Business Owner | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | UAT Lead | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | QA Manager | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Project Manager | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ |