

User Acceptance Test Template

Project Name:
Project Sponsor:
Service Owner:
Project Manager:
Document Date:



SAN FRANCISCO
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1. UAT Scope (In Scope – Out of Scope)

UAT - In Scope	UAT - Out of Scope
In Scope <i>List features that are tested.</i>	Out of Scope <i>List features that are not tested.</i>

2. UAT Assumptions and Constraints

UAT Assumptions

Assumption *List the UAT assumptions.*

UAT Constraints

Constraint *List the UAT constraints.*

3. UAT Risks

Description	Probability High Med Low	Impact High Med Low	Mitigation
Risk <i>List the risks of UAT.</i>	<i>How likely is the risk to occur?</i>	<i>What is the impact of the risk on the UAT?</i>	<i>Steps to avoid the risk.</i>

4. UAT Team Roles & Responsibilities

Name	Roles	Responsibilities
Name <i>List names of people involved in testing.</i>		
Name <i>Add more rows if needed.</i>		

5. UAT Entry Criteria

ID	Criteria
5.1	Entry Criteria <i>Factors that must be present to enable the start of the UAT. Example: Testing environment/ data is available.</i>

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6. UAT Requirements-Based Test Cases

ID	Test Cases
6.1	<p>Test Case <i>Identify the test cases along with the expected results.</i></p> <p><u>Example:</u> <i>Test Procedure:</i> <i>Login with a corporate user account.</i> <i>Username: abc</i> <i>Password: abc</i> <i>Expected Results:</i> <i>An error will be displayed for the wrong credentials.</i></p>

7. UAT Test Results

ID	Test Cases	Pass/Fail	Tested By	Date Tested
	<p>Test Case <i>Name the test case.</i></p> <p><u>Example:</u> <i>Test Procedure:</i> <i>Login with a corporate user account.</i> <i>Username: abc</i> <i>Password: abc</i> <i>Expected Results:</i> <i>An error will be displayed for the wrong credentials.</i></p>			mm/dd/yyyy
	<p>Test Case <i>Add more rows if needed.</i></p>			

8. Document Signatures

Role	Name	Signature	Date
Service Owner			
Project Manager			
Others (if needed)	<i>Add more rows if needed.</i>		

9. Addendums & Appendices

Include any additional documents.