

UAT Sign-Off Template

Project Information

Field	Value
Project Name	
Release Version	
Environment	
UAT Start Date	
UAT End Date	
QA Lead	
Product Manager	
Business Owner	

UAT Execution Summary

Metric	Value
Total Test Cases	
Passed	
Failed	
Blocked	
Open Defects	
Critical Defects	
High Priority Defects	

Release Readiness Checklist

Item	Status
All critical test cases passed	<input type="checkbox"/>
All business requirements validated	<input type="checkbox"/>
No critical defects remain open	<input type="checkbox"/>
High-priority defects reviewed and accepted	<input type="checkbox"/>

Item	Status
Security validation completed	<input type="checkbox"/>
Performance validation completed	<input type="checkbox"/>
Stakeholder review completed	<input type="checkbox"/>
Release readiness confirmed	<input type="checkbox"/>

Known Accepted Risks

Risk	Owner	Approval

Final UAT Approval

QA Lead

Name: _____

Signature: _____

Date: _____

Product Manager

Name: _____

Signature: _____

Date: _____

Business Owner

Name: _____

Signature: _____

Date: _____

Engineering Lead

Name: _____

Signature: _____

Date: _____

Final Decision

Approved for Release

Approved with Known Risks

Not Approved

Comments:
