USER ACCEPTANCE SIGN-OFF TEMPLATE

For Project: [project name]

Function or Task: [name]

Project Team:
Core Team:                 Extended Team:
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•
•

Submitted for testing on: [date]
Tested by: on: [date]
•
•
•

Proof of Compliance:
☐ User Acceptance Checklist completed
☐ Test Results attached
☐ Outstanding issues with resolution plans attached
Sign-Off Section:

This system conforms to agreed specifications.

[Signature of Executive Sponsor] [Date]

[Name/Position]

[Signature of Sponsor] [Date]

[Name/Position]

[Signature of Test Team Leader] [Date]

[Name/Position]