<Date>

**Version X.x**

**DOCUMENT REVISION HISTORY**

| **VERSION** | **DATE** | **CHANGE DESCRIPTION** |
| --- | --- | --- |
| 1.0 | 03/13/2013 | Created the document. |
| 1.1 | 09/09/2013 | Re-formatted the document. |
| 1.2 | 04/05/2017 | Updated the document to reflect changes |
| 2.0 | 11/02/2020 | Updated to reflect new FNS Agile SDLC processes and comply with Section 508 standards. |

**CONTACT INFORMATION**

| **RESPONSIBILILTY** | **CONTACT PERSON** | **EMAIL ADDRESS** |
| --- | --- | --- |
| Portfolio Management Division Director, Chief Portfolio Officer | Joe Shaw | [Joseph.Shaw@usda.gov](mailto:Joseph.Shaw@usda.gov) |
| IT Governance Manager | Kevin Russ | [Kevin.Russ@usda.gov](mailto:Kevin.Russ@usda.gov) |
| SDLC Lead | Max Mounger | [Max.Mounger@usda.gov](mailto:Max.Mounger@usda.gov) |

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**APPROVAL**

**OFFICE OF INFORMATION TECHNOLOGY**

| This document approved by: |  |
| --- | --- |
|  | **Joseph Shaw**Date  Director, Portfolio Management Division,  Office of Information Technology |

|  | **Kevin Russ**Date  IT Governance Manager, Portfolio Management Division,  Office of Information Technology |
| --- | --- |

*Modify the title and organization name as needed.*

|  | **<Name>**Date  OIT Program Manager, Program Management Branch,  Office of Information Technology |
| --- | --- |

# user acceptance test (UAT) sign-off form

**UAT Presented By:**

**Software Release Version:**

**UAT Date:**

## User Acceptance Approval Checklist

*Please review each objective, placing an “X” in the appropriate* box indicating that the system meets or does not meet the objective. If No, explain why in the comments section*. Where applicable, use User Story instead of objective.*

| **ID#** | **Objective** | **Yes** | **No** | **Comments** |
| --- | --- | --- | --- | --- |
|  | System displays the dashboard with “My Tasks” |  |  |  |
|  | System displays the dashboard with “Completed” tasks |  |  |  |

## User Acceptance Authority

*In accordance with the User Acceptance Approval Checklist, I have reviewed and evaluated the system.*

| **Name**  **(First Name, Last Name)** | **Signature** | **Date** |
| --- | --- | --- |
| Column 1 Info |  |  |
| Column 1 Info |  |  |