
USER ACCEPTANCE TESTING RESULTS

User Acceptance Tester Information

Name	Email	Date
Position		
Business Unit		
System Name (<i>Software or application being tested</i>)		

The functionality testing performed represents key features and capabilities provided by the introduction of the system as user acceptance testers. The role of the user acceptance tester is to represent your business area by:

- Becoming aware and familiar with the software/system introduced along with its included features and functions.
- Performing all your expected system function tasks and activities specified within the test script(s).
- Completing each provided test script(s) for pass or fail.

Note: Please record any system defects you might encounter in the script results table below.

Script Results Table

Script Action	Result	Comment

ACCEPTANCE SIGN-OFF FORM

I have reviewed the features and functions for _____ and agree they are appropriate to my business area and attest that I was able to perform all my expected test script actions and activities normally or have indicated all the issues preventing me from performing my test script actions as defects to be reviewed and resolved:

Note: *At a minimum, the Project Manager and Preparer are required for sign off.*

Prepared by:

_____ Date

Reviewed by:

_____ Date

Approved by:

_____ Date