User Acceptance Test Checklist

[Project Name]

Author: [Author]

Date: [yyyymmdd]

Version: [#.#]

Operator notes:

All instructional text is displayed in blue font colour in the template. These should be deleted prior to the document being distributed for review and approval.

Update text within square brackets which is placeholder text with relevant text.

E.g. [yyyymmdd] should be changed to latest date 20130305

Use this basic structure and type sizing for all your covers. Do not manipulate or rescale any of the graphic components. Use initial caps in your headings with capital letters for proper nouns only.

User Acceptance Test Checklist

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| --- | --- | --- | --- | --- | --- |
| **Test case name:** |  | | | **Reference:** |  |
| **Test case version:** |  | **Sheet:** |  | **Date created:** |  |

| **Task or requirement** | **Ref.** *incl page no.* | **Fail** *issue no.* | **Query** *issue No.* | **Pass** |
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| **UAT completed by:** |  | **Date completed:** |  |
| **Test case outcome:** *circle appropriate outcome* | **Satisfactory / Pending clarification / Return to developers** | | |