

# User Acceptance Testing (UAT) – Signoff Template

**Project:** MapleDash IMS Enhancement – Inventory Operations

**Purpose:** Formally confirm that UAT objectives have been met and the solution is acceptable for production deployment.

**Phase:** Post-Build / Pre-Go-Live

**UAT Phase:** Business Workflow & Process Validation

**UAT Period:**

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## 1. Scope of UAT

UAT was conducted for the following processes:

- Inbound Receiving
- Putaway
- Cycle Counting
- Replenishment
- Order Picking & Packing

Testing validated:

- Business requirements
- Process workflows
- System automation behavior
- Exception handling

## UAT Summary

Metric	Count
Total UAT Scenarios Executed	_____
Passed	_____
Failed	_____
Deferred	_____
Total Defects Logged	_____
Critical Defects Open	_____

## Outstanding Items (if any)

Defect ID	Description	Risk Assessment	Mitigation

- No outstanding critical defects
- Known issues accepted with mitigation

## Sign-Off Statement

We confirm that User Acceptance Testing has been completed successfully.  
The solution meets the agreed business requirements and is approved for production release.

## Sign-Off Authority

Role	Name	Signature	Date
Business Owner			
Operations Manager			
Warehouse Supervisor (Representative)			
IT / Vendor Representative			