

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
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- ☐ 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			