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:

- 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			