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UAT sign-off

Release decision

Complete after retesting. Record an explicit decision: approved, conditional approval, or not approved. Example names are not real signatures.

Project / tested build Release, dates and owner	
Coverage and evidence Scope, exclusions, results file	
Results Total / pass / fail / blocked / not run	
Defects and exceptions IDs, impact, owner and due date	
Decision and conditions Decision, restrictions, release owner	
QA approval Name / role / signature / date	
Business approval Name / role / signature / date	

Completed example / 1 of 1

UAT sign-off

Release decision

Fictional project: Northstar Shop / checkout release 2.4. Complete after retesting. Record an explicit decision: approved, conditional approval, or not approved. Example names are not real signatures.

Project / tested build Release, dates and owner	Northstar Shop / checkout release 2.4 Build 2.4.0-rc2; tested September 9-11, 2026; Maya Chen.
Coverage and evidence Scope, exclusions, results file	REQ-CHK-01 to 03: guest order, discount and receipt. Refunds/subscriptions excluded. Evidence: case workbook and QA folder /checkout-2.4.
Results Total / pass / fail / blocked / not run	6 total / 6 pass / 0 fail / 0 blocked / 0 not run. Final run on rc2; first-run failures retained in case notes.
Defects and exceptions IDs, impact, owner and due date	BUG-014 discount persistence: verified fixed on rc2, Sep 10. BUG-015 duplicate email: verified fixed on rc2, Sep 11. No unresolved exceptions.
Decision and conditions Decision, restrictions, release owner	Approved for checkout 2.4 deployment on Sep 14. Sam Patel owns deployment and post-release checkout smoke test. No UAT conditions outstanding.
QA approval Name / role / signature / date	Maya Chen / QA lead / approved in fictional review / Sep 11, 2026.
Business approval Name / role / signature / date	Alex Rivera / store owner / approved in fictional review / Sep 11, 2026.