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UAT test plan

Scope and acceptance

Complete both blank pages before testing. Replace the Word placeholders; print only the blank PDF pages for handwriting.

Project and owner Release, plan owner, test dates	
Business objectives Measurable user outcomes	
Scope Requirements in / out	
Entry criteria Evidence needed to start	
Exit criteria Pass threshold and defect policy	
Plan approval Name, role and date	

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UAT test plan

People, schedule and risks

Use the case workbook to record execution and the sign-off document for the final release decision.

Environment and data URL, build, devices, test data	
Testers and roles Who tests which journey?	
Execution schedule Dates and review checkpoints	
Defect workflow Log, triage, retest, evidence	
Risks and mitigations Risk, owner, fallback	
References Requirements and evidence location	

Completed example / 1 of 2

UAT test plan

Scope and acceptance

Fictional project: Northstar Shop / checkout release 2.4. Complete both blank pages before testing. Replace the Word placeholders; print only the blank PDF pages for handwriting.

Project and owner Release, plan owner, test dates	Northstar Shop / checkout release 2.4 Maya Chen, QA lead; September 8-11, 2026.
Business objectives Measurable user outcomes	Guests can buy a product, keep a valid discount after refresh, and receive one confirmation email per order.
Scope Requirements in / out	In: REQ-CHK-01 guest order; REQ-CHK-02 discount persistence; REQ-CHK-03 email receipt. Out: refunds, subscriptions and load testing.
Entry criteria Evidence needed to start	QA smoke tests passed on rc1; staging checkout and payment sandbox available; test stock and email inbox reset; testers have access.
Exit criteria Pass threshold and defect policy	All 6 agreed cases executed and passed on rc2. No open critical or major defects. Any minor exception needs named business approval and a due date.
Plan approval Name, role and date	Maya Chen, QA lead; Alex Rivera, store owner. Plan approved September 8, 2026.

Completed example / 2 of 2

UAT test plan

People, schedule and risks

Fictional project: Northstar Shop / checkout release 2.4. Use the case workbook to record execution and the sign-off document for the final release decision.

Environment and data URL, build, devices, test data	https://staging.northstar.example/checkout Staging 2.4.0-rc1; macOS 14.3; Chrome 121.0.6167.85; MacBook Pro; 1440 x 900. Also Safari 17.3 / iPhone 13. Sandbox payments only; Trail Mug \$24; code SAVE10; synthetic customer details.
Testers and roles Who tests which journey?	Maya Chen: checkout and discount checks on desktop. Alex Rivera: guest purchase and receipt on mobile. Sam Patel: defect fixes and retest builds.
Execution schedule Dates and review checkpoints	Sep 8: setup and plan approval. Sep 9: first run / triage at 15:00. Sep 10: fixes and rc2 retest. Sep 11: regression, decision at 14:00.
Defect workflow Log, triage, retest, evidence	Log BUG IDs with steps and evidence in the bug report. Triage daily with Maya and Sam. Link the case ID. Maya verifies fixes on the named build before closure.
Risks and mitigations Risk, owner, fallback	Payment sandbox outage: Sam checks availability before each run; pause payment cases and move the decision if blocked. Email delay: Maya checks sandbox delivery logs.
References Requirements and evidence location	Checkout acceptance criteria v3; uat-test-cases.xlsx; bug-tracking-log.xlsx; shared QA folder /checkout-2.4 (fictional references).