

User Acceptance Testing (UAT) Plan Template

1. Project Information

Project Name	
Version	
Prepared By	
Date	

2. Introduction

Describe the scope and objectives of the UAT for the web application.

3. Objectives

- To confirm the application meets business requirements.
- To ensure the web application is ready for production release.
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4. UAT Scope

- In Scope:
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- Out of Scope:
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5. UAT Team & Roles

Name	Role	Responsibilities

6. UAT Schedule

Activity	Start Date	End Date	Notes

7. Test Environment

- Test URL:
- Browsers:
- Other Environment Details:

8. Test Scenarios & Test Cases

Test Scenario	Test Case ID	Description	Expected Result	Status	Comments

9. Entry & Exit Criteria

Entry Criteria

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Exit Criteria

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10. Defect Management

- Defect Logging Tool:
- Defect Severity Levels:
- Process:

11. Approval

Name	Role	Signature	Date