User Acceptance Test Plan Template

1. Document Control

Version	Date	Authors	Description
1.0			Initial Draft

2. Introduction

Project Name:
Purpose: Describe the purpose of this User Acceptance Test (UAT) Plan.
Scope: Outline the functionalities and deliverables to be tested.

3. Objectives

- To verify that the software meets business requirements.
- To validate workflows from an end-user perspective.
- To ensure readiness for production deployment.

4. UAT Team

Name	Role	Contact

5. Entry & Exit Criteria

Entry Criteria

- All functional testing completed and passed.
- Test environment ready.
- UAT test cases prepared and reviewed.

Exit Criteria

- All critical and major defects resolved.
- Test cases executed with satisfactory results.
- User sign-off obtained.

6. UAT Scope

List the major business processes, features, or modules to be tested:

1.
2.

7. UAT Approach

Describe how UAT will be executed (e.g. test scenarios, test cases, data setup, defect reporting, etc.).

8. Test Schedule

Task	Start Date	End Date	Responsible

UAT Preparation			

9. Test Case Summary

Test Case ID	Description	Expected Result	Status

10. Defect Management

Describe the process for defect logging, tracking, and resolution (tools, responsible persons, priority definitions, etc.).

11. Risks & Mitigation

Risk	Impact	Mitigation

12. Approval & Sign-off

Approved by:

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Date: