**UAT Exit Criteria**

***Place any meaningful introductory information here.***

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Comments** | **Done (Yes/No)** |
| Source code is under source control and configuration management. |  |  |
|  Technical documentation has been identified and updated per release needs. |  |  |
| All planned tests have been run at least once in a production-like environment.  (Whatever makes sense, failed test cases have been logged against them). |  |  |
| All test cases and test results are in Quality Center (Test Director). |  |  |
| All P1 - P3 issues have been fixed and verified as being fixed. All P4 and P5 issues are addressed with either an acceptable workaround, deferred to post-release, or worked in as time permits.  Any open P1-P3 issues reflect serious deficiencies in the release. |  |  |
| No additional code changes occurred outside the defect repair process. |  |  |
| Support documentation has been identified and updated per release needs.  ITS Help Desk has been informed and Remedy has been updated properly. |  |  |
| IT and Business support staff have been trained. |  |  |
| Cut-over plan is in place for the release. |  |  |
| User training materials are compiled during UAT and training sessions are scheduled. |  |  |
| Communication plan is in development during UAT and implemented for release. |  |  |
| User documentation is available in UAT and implemented for the release. |  |  |

**Exceptions**

***If any of the criteria above cannot be met, please list them below.***

|  |  |
| --- | --- |
| **Description (including JIRA #)** | **Comments** |
|  |  |
|  |  |

**Approval for UAT Exit**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Name** | **Title/Department** | **Comment** |
|  |  |  |  |
|  |  |  |  |