



USER GUIDE

UAT Delivery Command Pack

Comprehensive configuration, operation, governance and white-label deployment guidance for the macro-free Excel workbook.

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Prepared for	StratForge
Product type	White-label Excel workbook + user guide
Primary audience	UAT leads, delivery leads, analysts, test managers, PMO and sponsors

Purpose

This guide explains how to configure, white-label, demonstrate, deploy and operate the UAT Delivery Command Pack. It is designed to help teams use the workbook as a controlled UAT management tool rather than a passive template.

Document purpose and scope

The UAT Delivery Command Pack is a professional, white-label workbook for planning, controlling, evidencing and closing User Acceptance Testing. The guide covers workbook structure, setup, data entry standards, dashboard interpretation, governance cadence, deployment guidance and troubleshooting.

Workbook format	Macro-free .xlsx workbook with formula-driven dashboards and hidden support sheets.
Compatibility	Designed for desktop Microsoft Excel. Open in Excel for full fidelity of formatting, dropdowns, conditional formatting and charts.
White-label support	Yes. Identity fields, thresholds and deployment guidance are centralised on the Branding & Setup tab.
Dummy data	Included across all major input sheets. The demonstration profile currently includes 80 scenarios, 150 execution records, 35 defects and 70 readiness items.
Attribution model	StratForge reference is intentionally isolated to the About & Attribution tab so the workbook can be deployed internally as a white-label artefact if licensing permits.
Guide objective	Enable confident adoption, consistent usage, defensible reporting and controlled sign-off.

<p>Macro-free</p> <p>No VBA, macros or external links are required to operate the workbook.</p>	<p>White-label</p> <p>Organisation identity, dates, thresholds and optional branding are centralised for easy customisation.</p>	<p>Embedded guidance</p> <p>The workbook contains in-sheet instructions so new users can orient quickly.</p>
<p>Dummy data</p> <p>Every major control tab is pre-populated to show dashboards and formulas in action.</p>	<p>Executive to operational</p> <p>The workbook supports sponsor dashboards and daily control room management.</p>	<p>Audit trail</p> <p>Defects, issues, risks, decisions and sign-off evidence remain connected in one file.</p>

What this guide does not do It does not replace local test policy, quality assurance standards, data privacy rules or formal release management governance. Treat the workbook as an accelerator and control mechanism which should be aligned to your internal operating model.

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1. Product overview

The UAT Delivery Command Pack is designed to give teams one place to manage UAT readiness, execution, defects, issues, risks, decisions, sign-off evidence and lessons learned. It combines delivery guidance, structured data capture and management dashboards so the same workbook can support mobilisation, daily control, governance reporting and closure.

The pack is deliberately more than a checklist. It behaves as a compact UAT command workbook: operational users maintain the control logs, managers use the dashboards, and governance forums use the reporting, risk and sign-off tabs as evidence.

60%	Ov	80%	Ex	60%	Pass rate
20	Op	6	Op	38%	Exit readiness

Current dummy profile

The embedded demonstration data is set up as an in-flight UAT cycle for Northbridge Citizens Services / Service Transformation Programme / Release 2 - Case Management & Appointments. It currently shows 60% overall readiness, 80% execution coverage, 20 open defects and 38% exit readiness, allowing users to see all dashboards and control logs operating together.

What the workbook is designed to control

- Readiness management across governance, scope, scripts, environments, data, access, training and support arrangements.
- Execution tracking across scenarios, testers, outcomes, retests, blockers and linked defects.
- Quality and governance control through defect, issue, risk and decision logs.
- Reporting and sign-off support through executive and operational dashboards, period commentary and formal exit criteria.
- Reusable learning through structured capture of lessons learned and improvement recommendations.

Workbook lifecycle model



The workbook works best when teams use it across the full lifecycle rather than only during defect triage. Upstream readiness weaknesses usually appear first in the readiness tabs and only later as blocked or failed execution. Likewise, sign-off quality depends on disciplined maintenance of the control logs throughout the cycle.

2. Workbook structure and navigation

Most visible sheets follow a common pattern so that users can move quickly between areas without relearning the layout. Understanding that pattern is the fastest way to become productive.

Standard visible-sheet layout

Rows 1-2	Dynamic title bands driven from Branding & Setup. These display organisation, programme, release and report date context.
Row 3	Quick-navigation cells which act as shortcuts back to Start Here, Overview and dashboards.
Row 4	Contextual guidance explaining what the sheet is for and how it should be used.
Rows 8 onwards	Primary working area for tables, checklists, logs and KPI cards.
Freeze panes	Most input tabs freeze at row 9 so column headers remain visible during scrolling.
Hidden support sheets	Lists and Dashboard Data are hidden because they support dropdowns and calculations, not day-to-day user activity.

Practical navigation rule

New users should begin with Start Here, then Branding & Setup, then User Guidance, then UAT Overview. Only after that should they move into the detailed input sheets.

Sheet families at a glance

Family	Tabs	What it supports
Orientation & setup	Start Here, Branding & Setup, User Guidance, About & Attribution	Workbook identity, deployment setup, user guidance and isolated attribution.
Management views	UAT Overview, Executive Dashboard, Operational Dashboard, Defect & Quality, Readiness Dashboard	Live KPI views for stakeholders, delivery leads and daily UAT control forums.
Planning & readiness	UAT Plan, Scope Register, Tester Register, Env Access & Data, Readiness Checklist	Foundational planning and readiness evidence before and during execution.
Execution & control	Scenario Register, Execution Tracker, Defect Log, Issue Log, Risk & Assumptions, Decision Log, Status Report Input	Operational control, governance evidence and narrative reporting.
Closure & learning	Exit & Sign-Off, Lessons Learned	Formal sign-off support and structured learning capture.
Support sheets	Lists, Dashboard Data	Hidden sources for dropdowns, chart calculations and dashboard logic.

Data-entry rules

- Treat blue-font or clearly highlighted setup cells as intended user inputs; most grey or computed cells should not be overwritten.
- Preserve controlled list values for statuses, severities, priorities, waves and business areas unless you intentionally extend the hidden Lists sheet.
- Use proper Excel dates rather than text dates so ageing, threshold and dashboard calculations remain reliable.
- Maintain unique IDs for scenarios, defects, issues, risks and decisions. Reusing IDs weakens the audit trail.
- If you sort a table, sort the whole table range rather than one column to avoid breaking row integrity.

- Duplicate the workbook before major restructuring or before stripping demo data for live use.

3. Quick start and white-label setup

The workbook is intentionally white-label. That means the core user experience is neutral enough for internal deployment, but it also means teams should perform a controlled first-day setup before any live use.

Recommended first-day setup sequence

Step	Action	Why it matters
1	Create a master copy	Preserve the demonstration file and create a separate working copy for configuration and future live use.
2	Update identity fields	On Branding & Setup, update organisation, programme, release, report date, primary contact, sponsor and UAT lead.
3	Review thresholds	Confirm readiness, execution and exit thresholds plus defect tolerances before showing dashboards to stakeholders.
4	Confirm dropdown vocabularies	Check waves, business areas, owners, roles and categories against your delivery context.
5	Decide branding depth	Choose whether to use the workbook exactly as supplied, recolour title bands/cards, and insert an internal logo placeholder.
6	Decide attribution handling	If your licensing model allows, hide the About & Attribution tab for internal deployment after configuration is complete.
7	Decide demo or live mode	Keep dummy data for demonstration, or clear the input tabs and repopulate for live UAT management.

Branding & Setup fields to review first

Organisation name	Northbridge Citizens Services
Programme / project	Service Transformation Programme
Release / wave	Release 2 - Case Management & Appointments
Report date	12 Mar 2026
UAT start date	24 Feb 2026
Target sign-off date	20 Mar 2026
Primary contact	uat.office@example.org
Business sponsor	Chloe Morgan
UAT lead	Aisha Khan

Thresholds and tolerances

Readiness amber / green	80% / 95%
Execution amber / green	75% / 90%
Exit amber / green	80% / 100%

Open critical defect tolerance	0
Open high defect tolerance	5

White-label customisation tip Apply branding once, not repeatedly. Update the title-band colour, dashboard card accent and logo placeholder in a baseline copy, then use that baseline for future releases. This keeps the workbook easy to maintain and avoids accidental damage to formulas or conditional formatting.

What to customise - and what not to

Area	Recommended action	Do not do this
Identity	Update B9:B17 on Branding & Setup.	Do not type over dashboard title cells individually.
Logo	Insert your own organisation logo into the placeholder area if desired.	Do not stretch or distort graphics across working areas.
Colours	Optionally recolour title bands and dashboard cards to your house style.	Do not recolour support cells in a way that hides input vs formula differences.
Dropdown values	Extend hidden Lists only where your local terms genuinely differ.	Do not change list values casually mid-cycle; it breaks consistency.
Attribution tab	Hide About & Attribution if licensing and policy permit.	Do not delete support or attribution tabs without understanding dependencies.

4. Dashboard suite

The workbook contains one overview page and four specialist dashboards. Together they support sponsor governance, operational control, triage meetings and readiness management. All dashboard metrics are formula-driven from the underlying logs, so the dashboards should be treated as outputs rather than manual input areas.

Dashboard roles and questions answered

Dashboard	Primary audience	Core question	Primary sources
UAT Overview	All users / onboarding	What is this release, what state is it in, and where should I go next?	Branding & Setup, Readiness Checklist, Scenario Register, Exit & Sign-Off
Executive Dashboard	Sponsor, programme lead, governance board	Are we ready, are we progressing, what is the quality position, and how close are we to sign-off?	All major logs, plus sign-off criteria
Operational Dashboard	UAT lead, test manager, BA lead	How many scenarios have run, who is active, where is work blocked, and is the pace holding?	Scenario Register, Execution Tracker, UAT Plan
Defect & Quality	Defect triage forum, QA/UAT management	What is the defect burden, what is ageing, and is the backlog clearing?	Defect Log, Execution Tracker, Issue Log
Readiness Dashboard	Mobilisation lead, readiness forum	Are data, access, people, scripts and governance really ready for execution?	Readiness Checklist, Env Access & Data, Tester Register

Key KPI definitions

KPI	Meaning and practical use
Overall readiness	Percentage of mandatory readiness items marked complete. Use it as a proxy for whether the programme is truly prepared to execute.
Execution coverage	Proportion of total scenarios that have been executed at least once. Useful for tracking scope penetration rather than raw execution volume.
Pass rate	Share of recorded execution outcomes which are passed. This indicates outcome quality, not merely activity level.
Blocked rate	Share of execution records marked blocked. Persistent increase usually indicates upstream readiness or defect-management issues.
Open high defects	Count of high-severity / high-priority defects still unresolved or not yet accepted into tolerance.
Ready testers	Percentage of testers considered ready based on training, access and participation indicators.
Overdue readiness items	Number of readiness items still open beyond their due date. This is a useful early-warning signal.
Retest pending	Count of defects awaiting confirmation after a fix. High values indicate pressure in the verification pipeline.
Exit readiness	Percentage of exit criteria complete. This should support, not replace, management judgement and residual risk review.

Dashboard rule When a dashboard result looks surprising, go to the source logs rather than editing the dashboard. Dashboard pages should remain output-focused and formula-led.

5. Planning and readiness tabs

The planning and readiness tabs establish control before execution starts. If these tabs are weak, the execution and defect logs will quickly become noisy and reactive. Use this group to define scope, prepare people and evidence, and prove that the environment is fit for UAT.

Tab	Primary purpose	Update pattern	Good practice
UAT Plan	Milestone plan for waves, checkpoints, owners and slippage.	Update at least weekly and before governance reviews.	Late milestones drive planning confidence discussions and highlight schedule pressure.
Scope Register	Explicit record of in-scope, partial and out-of-scope areas.	Maintain whenever scope changes or edge cases are clarified.	Use rationale and ownership fields to avoid silent scope creep.
Tester Register	People model for business testers, SMEs, operational leads and supporting roles.	Update before each wave and whenever participation changes.	Training, access and assigned volume should be reviewed together.
Env Access & Data	Readiness log for environment, access, data, integration and tooling foundations.	Review daily during mobilisation and stabilisation.	Blocker flags should trigger immediate attention in readiness reviews.
Readiness Checklist	Formal readiness criteria by category, owner, due date and evidence.	Treat as a living control rather than a one-off gate.	Mandatory items should only be marked complete when evidence exists.

Good readiness discipline

- Review readiness by category and owner, not only as one aggregate percentage.
- Use due dates and blocker flags rigorously; this is where hidden delivery friction becomes visible.
- Keep scope, scenarios and tester readiness aligned. A scenario is not truly ready if the right tester, data or access is missing.
- Do not rely on verbal confirmations for mandatory criteria. Use the evidence or comments fields to record what proves completion.

Recommended mobilisation order

Populate UAT Plan and Scope Register first. Then confirm the Tester Register. Then drive Env Access & Data and Readiness Checklist to a disciplined readiness position before opening execution in volume.

6. Execution and control tabs

Once readiness is good enough to begin, the workbook shifts into operational control mode. The Scenario Register defines what exists to be tested. The Execution Tracker proves what has actually run. The defect, issue, risk and decision logs then provide the governance backbone around that execution activity.

Tab	Purpose	How to use it well
Scenario Register	Master list of UAT scenarios, linked requirements, ownership, priority and execution counts.	Maintain a clean scenario catalogue with one row per meaningful business journey or testable scenario.
Execution Tracker	Daily control log of actual execution records.	This is the primary operational sheet during active UAT; use it for outcomes, retests, defect links and blocker tracking.
Defect Log	Structured UAT defect management and quality evidence.	Maintain severity, priority, owner, dates, root cause and workaround carefully; dashboards depend on this discipline.
Issue Log	Operational issues which affect UAT but are not defects.	Use for environment outages, business availability problems, reporting delays or support-model gaps.
Risk & Assumptions	Governance log for threats and assumptions with RAG scoring.	Use to surface residual risk and maintain management visibility beyond day-to-day triage.
Decision Log	Record of governance decisions, outcomes and follow-up actions.	This is essential for traceability when scope, tolerance or sequencing decisions are challenged later.
Status Report Input	Narrative layer for period reporting.	Use this to explain what the numbers mean and what senior stakeholders need to know or decide.

Execution Tracker - operating guidance

- Record one execution event per row so that pass/fail/blocked trends remain trustworthy.
- Link scenario ID, tester, outcome, defect ID and blocker issue ID where relevant; avoid free-text-only records.
- Use retest fields deliberately. A fixed defect which is never retested is still a delivery risk.
- Do not use the tracker to store scenario design notes; keep design and readiness context in the Scenario Register.

Defect and governance control

- Separate severity from priority. Severity reflects impact; priority reflects the urgency of response.
- Use Issue Log for operational friction that is not a product defect. This keeps the defect backlog honest.
- Use Risk & Assumptions and Decision Log to capture management actions that sit above individual defects.
- Update Status Report Input after daily control or governance meetings so commentary remains aligned to the underlying logs.

Control principle

A defensible UAT position comes from the combination of execution evidence, defect discipline and visible governance decisions. A pass-rate figure on its own is never sufficient.

7. Sign-off and closure

The workbook is designed to support controlled sign-off rather than optimistic sign-off. The Exit & Sign-Off tab formalises criteria, evidence, approvals and commentary. Lessons Learned then turns the closed cycle into reusable operational knowledge.

Tab	Primary purpose	Good practice
Exit & Sign-Off	Track mandatory and non-mandatory exit criteria, evidence references, approvers and comments.	Use comments to explain residual risk acceptance or tolerances which require explicit management judgement.
Lessons Learned	Capture what worked, what did not work, what should change next time, and whether the lesson is reusable.	Keep this practical. The most valuable lessons are actionable and linked to future operating improvements.

Sign-off principles

- Do not move exit readiness to green without a clear position on open critical defects, unresolved blockers and residual risk.
- Ensure sign-off evidence is explicit. The workbook supports evidence references; use them rather than relying on memory.
- Residual risk acceptance should be documented through the Decision Log and reflected in Exit & Sign-Off commentary.
- Use Lessons Learned immediately after closure while operational memory is still fresh.

Important

Exit readiness is a decision-support indicator, not an automatic sign-off switch. Management judgement, business appetite and formal governance still matter.

8. Dummy data and live deployment

Dummy data is deliberately embedded so users can understand the workbook in action before any live deployment. It demonstrates realistic flows across plan, readiness, execution, quality and closure. The safest operating model is to preserve that demonstration copy and create a separate live baseline when you are ready to deploy internally.

Demonstration profile included in the workbook

Profile organisation / release	Northbridge Citizens Services / Release 2 - Case Management & Appointments
UAT plan records	15
Scope items	30
Tester records	18
Readiness items	70
Scenarios	80
Execution records	150
Defects / issues / risks / decisions	35 / 12 / 12 / 10
Current dashboard position	60% readiness, 80% execution coverage, 20 open defects, 38% exit readiness

How to use the demo effectively

- Open Executive Dashboard first to explain the overall purpose of the workbook.
- Then move to Operational Dashboard to show daily execution and backlog pressure.
- Then drill into Readiness Checklist, Execution Tracker and Defect Log to show where the dashboard values come from.
- Finish on Exit & Sign-Off and Lessons Learned to demonstrate end-to-end governance coverage.

Recommended reset for live use

Sheet group	Live deployment action	Note
Start Here / User Guidance	Keep	These are instructional tabs and should remain in place.
Branding & Setup	Replace	Update identity fields, dates, thresholds and optional branding.
Dashboards	Keep	Do not clear dashboards. They will refresh automatically once underlying data changes.
UAT Plan / Scope / Tester / Env / Readiness	Clear records and repopulate	Preserve headings, formulas, validations and formatting.
Scenario Register / Execution Tracker	Clear records and repopulate	Keep structural columns and formulas intact.
Defect / Issue / Risk / Decision / Status	Clear records and repopulate	Retain IDs only if you are deliberately continuing the demo scenario, otherwise start fresh.
Exit & Sign-Off / Lessons Learned	Usually reset	Populate once the live cycle matures.

Sheet group	Live deployment action	Note
Lists / Dashboard Data	Do not clear	These hidden sheets support validations and calculations.

Deployment safeguard Always duplicate the workbook before clearing demo data. Keep one pristine demonstration copy, one branded internal baseline, and then create release-specific working copies from the baseline.

9. Recommended governance cadence

The workbook is most effective when tied to a regular operating rhythm. The cadence below is a pragmatic default. Adjust the exact forums to suit local governance, but keep the separation between operational control, defect triage, readiness review and executive decision-making.

Forum	Frequency	Primary tabs	Expected outputs
Daily UAT stand-up	Daily during active execution	Operational Dashboard, Execution Tracker, Issue Log	Execution progress, blocked work, ownership of immediate actions.
Daily defect triage	Daily or as required	Defect & Quality, Defect Log, Decision Log	Severity confirmation, priority, workarounds, target fix dates, retest plan.
Readiness review	Weekly before and during execution	Readiness Dashboard, Readiness Checklist, Env Access & Data, Tester Register	Upstream readiness, overdue items, data/access blockers, tester preparation.
Status reporting / sponsor review	Weekly	Executive Dashboard, Status Report Input, Risk & Assumptions	Management narrative, risk posture, confidence status and support needed.
Go / no-go or sign-off board	At formal checkpoints	Executive Dashboard, Exit & Sign-Off, Defect Log, Risk & Assumptions, Decision Log	Residual risk acceptance, exit criteria completion and formal decision capture.

Suggested role usage

Role	Most relevant tabs
UAT lead / test manager	Branding & Setup, UAT Overview, Operational Dashboard, Execution Tracker, Defect Log, Exit & Sign-Off
Business analyst / readiness lead	Scope Register, Tester Register, Env Access & Data, Readiness Checklist, Scenario Register, Status Report Input
Delivery lead / PMO	UAT Plan, Executive Dashboard, Risk & Assumptions, Decision Log, Status Report Input
Business sponsor / governance board	Executive Dashboard, UAT Overview, Exit & Sign-Off, Decision Log
Business testers / SMEs	Scenario Register, Execution Tracker, Defect Log (view or update depending on local model)

10. Administration, compatibility and troubleshooting

The workbook is intentionally simple from a technical perspective: it is macro-free, formula-driven and self-contained. Most operating issues come from how the workbook is used rather than from hidden code. The guidance below will help keep it stable.

Administration notes

Macros / VBA	None. The workbook contains no VBA, macros or external links.
Hidden sheets	Lists and Dashboard Data are hidden to reduce clutter. Unhide only if you deliberately need to extend values or inspect calculations.
Version control	Save dated versions at major checkpoints such as readiness baseline, mid-cycle review and sign-off recommendation.
Preferred application	Desktop Microsoft Excel for full fidelity. Browser viewers may not reproduce all formatting or interactive behaviour.
Protection model	Formulas and structural logic should be preserved. If you add sheet protection locally, test all input areas before release.

Common issues and remedies

Symptom	Likely cause	Recommended response
Dashboard values look wrong	Underlying logs contain incomplete, inconsistent or overwritten entries.	Check source rows, confirm statuses use controlled values, and verify formulas have not been overwritten.
Dropdowns missing expected values	Lists sheet has not been extended or local terminology has changed.	Unhide Lists, add values carefully, then re-hide and test the affected columns.
Ageing or overdue logic looks incorrect	Dates were entered as text or report date was not updated.	Use proper Excel dates and confirm Branding & Setup report date is correct.
Rows no longer align after sorting	A single column was sorted independently.	Undo if possible, or restore from version history and always sort the whole table.
Conditional formatting looks inconsistent	Local manual formatting has overridden the workbook style.	Restore the original formatting from the master copy or use Format Painter from a clean row.
Sign-off appears green too early	Exit criteria or tolerances were marked complete without proper evidence.	Review Exit & Sign-Off, Defect Log, Decision Log and risk commentary before relying on the KPI.

Operational safeguard

Do not use one workbook as the sole record forever. Take structured copies at agreed checkpoints so you preserve a clear audit trail of how UAT evolved over time.

Appendix A. Complete sheet inventory

The table below provides a complete inventory of visible and hidden tabs included in the workbook delivered at v1. It can be used as a quick reference during onboarding, governance reviews or local tailoring.

Sheet	Visibility	Category	Purpose
Start Here	Visible	Orientation & setup	Quick start, workbook orientation, demonstration path and navigation.
Branding & Setup	Visible	Orientation & setup	Controls identity, dates, thresholds, white-label settings and deployment notes.
User Guidance	Visible	Orientation & setup	Embedded best-practice guidance for UAT mobilisation, control, triage and sign-off.
UAT Overview	Visible	Management view	High-level operating summary combining context, KPIs and management commentary.
Executive Dashboard	Visible	Management view	Sponsor-level view of readiness, execution, defect pressure and sign-off confidence.
Operational Dashboard	Visible	Management view	Daily control room view of throughput, backlog, tester activity and blocked work.
Defect & Quality	Visible	Management view	Defect and quality dashboard for triage, ageing and backlog management.
Readiness Dashboard	Visible	Management view	Pre-execution and stabilisation dashboard focused on readiness and upstream blockers.
UAT Plan	Visible	Planning & readiness	Milestones, waves, owners, planned dates and slippage tracking.
Scope Register	Visible	Planning & readiness	Defines in-scope, out-of-scope and partially in-scope areas with ownership and rationale.
Tester Register	Visible	Planning & readiness	Tracks tester roles, readiness, participation, access and assigned execution volume.
Env Access & Data	Visible	Planning & readiness	Tracks environment, access, data and integration readiness, blockers and mitigations.
Readiness Checklist	Visible	Planning & readiness	Mandatory and non-mandatory readiness criteria with evidence, owners and blocker flags.
Scenario Register	Visible	Execution & control	Master catalogue of UAT scenarios with ownership, priority, risk and execution counts.
Execution Tracker	Visible	Execution & control	Daily record of scenario execution, outcomes, retests, linked defects and blockers.
Defect Log	Visible	Execution & control	Complete UAT defect management log including severity, priority, ageing, root cause and workaround.
Issue Log	Visible	Execution & control	Operational issues affecting UAT but not managed as defects.
Risk & Assumptions	Visible	Execution & control	Risk and assumption control with probability, impact, RAG and mitigation.
Decision Log	Visible	Execution & control	Audit trail of governance decisions, follow-up actions and status.

Sheet	Visibility	Category	Purpose
Status Report Input	Visible	Execution & control	Narrative layer for reporting period summaries, achievements, blockers and decisions needed.
Exit & Sign-Off	Visible	Closure & learning	Formal exit criteria, evidence, approvals and residual risk commentary.
Lessons Learned	Visible	Closure & learning	Structured closure log for improvement opportunities and reusable patterns.
About & Attribution	Visible	Orientation & setup	Isolated attribution note which may be hidden for internal deployment if permitted.
Lists	Hidden	Support sheet	Source list values for dropdowns and controlled vocabularies.
Dashboard Data	Hidden	Support sheet	Intermediate calculations used by dashboards and charts.

Appendix B. Recommended pre-launch checklist for internal deployment

Checklist item	What to confirm
Identity fields updated on Branding & Setup	Confirm organisation, programme, release, contacts and report dates are correct.
Thresholds reviewed	Ensure readiness, execution, exit and defect tolerances match local governance expectations.
Dropdown lists aligned	Confirm waves, business areas, owners, roles and categories suit the release context.
Demo or live decision made	Preserve a demonstration copy even if a live copy is created.
About & Attribution handling agreed	Hide only if licensing and local policy permit.
Input tabs reset if going live	Clear old records while preserving structure, formulas and validations.
Stakeholder walkthrough completed	Use the dashboards and key logs to familiarise operational and governance users.
Versioning approach agreed	Decide how checkpoint copies will be stored and named.

End of guide.