Prototype, Acceptance and Handover Workbook

Keep prototype feedback, acceptance evidence and handover decisions distinct and reviewable.

How to use these four pages

1. Select the stage: prototype, planned UAT, executed UAT or handover.

2. Read the fictional example and state the limits of your evidence.

3. Use page 3 for one scenario; repeat for additional checks.

4. Use page 4 for open actions and the authorised next decision.

A practical working aid

Use the blank records for your own discussion. Examples are fictional, not client case studies. Print to complete by hand or adapt the prompts in your own document; this PDF is not a fillable form.

Keep completed records confidential. Use references to protected evidence rather than passwords, customer records or sensitive system details.

Online instructions and companion article

Read the guide

Read the article

Source guidance

GOV.UK Service Manual: How the alpha phase works

NIST SP 800-218: Secure Software Development Framework, Version 1.1

Public guidance checked 19 October 2026. The source material informs the approach; no endorsement is implied. This worksheet does not authorise expenditure or release, certify a system or replace an agreed specialist review.

Free to use and adapt within your business with the GRCPreneur acknowledgement retained.

A fictional worked example

Illustrative entries only. No real client, vendor result or completed implementation is claimed.

Record	Illustrative entry
Stage	Prototype review - fictional appointment app.
Question	Can a customer understand the proposed route to selecting an appointment?
Simulation boundary	Fixed appointment data and sample confirmation; no live booking or payment.
Observation	A reviewer cannot find how to change the selected time.
Proposed action	Add an edit step and review the revised journey.
UAT status	Not tested. Production implementation and an authorised test environment are not part of this exercise.
Next decision	Approve a design revision only; no implementation or release claim is made.

Before using the blank pages

Agree who will review the record and what decision it supports. Mark assumptions, proposed actions and unverified claims clearly. Copy pages 3 and 4 when you need more space.

Your working record

Project / record ID: _____ Date: _____

Stage, requirement and owner

Prototype / planned UAT / executed UAT / handover; reference and approver.

Scenario and test conditions

Task, starting conditions, environment, sample data and simulated elements.

Expected result

What observable outcome would meet the agreed requirement?

Actual result, status and evidence

Passed / failed / blocked / not tested; tester and execution date if run.

Handover and remaining limits

Accounts, hosting/licences, maintenance/support owners and unresolved checks.

Use protected evidence references. Do not enter credentials or confidential customer details.

Outstanding actions and handover record

Related record / requirement: _____ Review date: _____

Open item / consequence	Action / owner	Evidence needed	Due date / status

Review before the next decision

- Simulation and live implementation are clearly distinguished.
- Unexecuted tests remain marked not tested.
- Open defects and specialist checks have accountable owners.
- Release, recovery and support decisions have the required approvals.

Decision, authority and next checkpoint

Proceed / revise / defer / stop. State the decision scope, conditions, approver and date.

A completed record documents a review. Approval applies only to the stated scope and does not establish that untested work has succeeded.