



## System Development and Life-Cycle Management (SDLCM) Methodology

| FINAL USER SIGNOFF FORM   |                  |
|---|------------------|
| Project Information   |                  |
| Project Name:   | Date of Request: |
| Overall Project Manager:  | Phone Number:    |
| User Signoff Checklist  |                  |
| Does system provide all functionality specified?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   If no, list Problem Report Form numbers here.  |                  |
| Does system perform adequately from a user's perspective (as opposed to system performance criteria specified for system test)?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   If no, list Problem Report Form numbers here. |                  |
| Are all User Guides and other documentation accurate and adequate to operate and maintain the system?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   If no, list Problem Report Form numbers here.                           |                  |
| Are all personnel adequately trained?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   If no, list Problem Report Form numbers here.   |                  |
| Has the necessary coordination with the owners of other systems, applications, and databases been satisfactory?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   If no, list Problem Report Form numbers here.                 |                  |
| Have customer satisfaction measurements been taken and issues addressed?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   If no, list Problem Report Form numbers here.  |                  |
| Problem Resolution and Time Estimation  |                  |
| Is the system acceptable to the users? That is, have all critical issues been resolved?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   If no, explain strategy to resolve problems and approximate time frame here.          |                  |
| Final User Signoff  |                  |
| Overall Project Manager:  | Date:            |