REPRESENTATIVE FINAL REPORT

Acceptance Testing & Go-Live Readiness Report

A plain-language decision document showing whether the data, workflows, integrations, controls, AI-assisted steps, recovery paths, and team operating process are ready for controlled use.

Prepared for	**Representative Construction Client**
Prepared by	**StructuredLayer**
Workflow	**Representative RFQ-to-Bid Operating Path**
Document	**Version 1.0 | 19 July 2026**
Status	**Illustrative client-ready sample**

Illustrative test cases, results, dates, defects, and decisions are used throughout. A client-issued report contains approved requirements, real evidence, actual results, unresolved conditions, and named sign-off.

01 / START HERE

What this report means

Acceptance testing answers a business question: **can the client safely rely on this operating workflow?** It tests normal work, unusual inputs, missing information, permissions, technical failures, human approvals, and recovery before live use.

Acceptance principle

A workflow is accepted against agreed records, rules, permissions, exceptions, handoffs, outputs, and recovery paths. Passing a happy-path demonstration alone is insufficient.

Evidence

Each result is supported by records, logs, files, screenshots where suitable, or other agreed proof.

Decision

Failures are corrected, accepted conditionally by authority, or kept outside the released scope.

Ownership

Business, security, technical, and workflow owners sign the areas they are responsible for.

Possible readiness decisions

- Ready: all mandatory release gates pass and no unacceptable open defects remain.
- Conditionally ready: authorised owners accept named limitations, controls, and a correction plan.
- Not ready: a critical business, security, data, integration, recovery, or approval requirement has not passed.

A passed test proves only the agreed case under the recorded conditions. It does not prove that every future input, platform change, or business exception will succeed.

02 / EXECUTIVE SUMMARY

The release decision in one page

The representative test cycle covers data, workflow behaviour, integrations, permissions, recovery, AI-assisted steps, and user acceptance. The illustrative result is **conditionally ready** because mandatory controls pass while two medium defects remain scheduled for correction before broad rollout.

Illustrative test counts and readiness states only.

Release area	Illustrative result	Decision note
Data and relationships	Ready	Stable IDs, required fields, duplicates, conflicts, and provenance pass
Workflow and handoffs	Conditional	One non-blocking reminder timing defect remains
Permissions and approvals	Ready	Unauthorised actions blocked; named gates verified
Integration and recovery	Conditional	Manual fallback passes; one monitoring message needs correction
AI-assisted steps	Ready for bounded use	Candidate values, citations, uncertainty, and approval boundaries pass
User acceptance	Ready	Representative users complete the agreed operating scenarios

Illustrative decision

Approve a limited controlled release after the named medium defects are corrected and re-tested. Do not enable additional write-back or autonomous authority beyond the tested scope.

All results on this page are illustrative and do not represent a completed client engagement or performance claim.

03 / TEST STRATEGY

Confidence is built from the controls upward

Testing begins with the smallest business rules and expands into full operating scenarios. This makes failures easier to isolate and prevents a polished end-to-end demonstration from hiding weak foundations.

Confidence is built from controlled field tests upward, not from one polished demonstration.

Layer	Representative coverage	Primary evidence
Data and controls	Types, required fields, IDs, relationships, validation, permissions	Records, rule results, audit events
Integration and recovery	API, webhook, browser path, files, retry, timeout, fallback	Logs, source evidence, recovery result
End-to-end workflow	Intake through outcome, including exceptions and approvals	Linked record history and outputs
Business acceptance	Realistic tasks performed by accountable client roles	Observed completion and signed decision

Test data rule

Use approved historical examples, synthetic cases, or redacted copies before live production data. Test credentials, environments, and notification channels must be authorised and separated from live operations where practical.

04 / TRACEABILITY

Every sign-off traces back to a requirement

A test result is useful only when the reviewer can see what requirement it covers, the inputs used, the action taken, the expected result, the actual evidence, and any related defect.

REQ	CASE	RUN	EVID	DEF	SIGN
Requirement	**Test case**	**Execution**	**Evidence**	**Defect**	**Decision**
What must work	Input and action	Who, when, where	Records and outputs	Failure and correction	Accept or revise

Every acceptance decision remains traceable to a requirement and test result.

Requirement	Test case	Expected evidence	Decision owner
RFQ source is retained	AT-INT-01	Message/portal reference, files, received time, stable ID	Workflow owner
No silent duplicate	AT-DAT-04	Existing match or visible review exception	Data owner
Conflicting due dates stop release	AT-DAT-07	Both values visible; controlling date requires decision	Bid coordinator
Only authorised roles approve	AT-SEC-03	Action blocked and security event retained	Security owner
Retrieval failure has recovery	AT-REC-02	Bounded retries, alert, and manual continuation	System owner
Submission is reconstructable	AT-AUD-01	Version, approver, channel, time, receipt, and history	Commercial owner

Pass

Actual evidence satisfies the complete expected result.

Fail

One or more mandatory expected results are not satisfied.

Blocked

The case cannot run because an approved dependency or environment is unavailable.

05 / MASTER ACCEPTANCE CHECKLIST

Representative RFQ-to-bid validation

The checklist below demonstrates the breadth of an acceptance cycle. Final tests are written against the approved client workflow and risk boundaries.

ID / area	Representative test	Expected evidence	Result
AT-INT-01 Intake	Create RFQ from approved email with three attachments	Source message, files, received time, stable ID	Pass
AT-DAT-04 Duplicate	Submit same portal ID with changed title	Existing match or review exception; no silent duplicate	Pass
AT-DAT-07 Dates	Provide conflicting due dates and timezones	Both sources visible; controlling date requires decision	Pass
AT-DOC-02 Documents	Receive addendum after estimate starts	Current issue updates; impact action created	Pass
AT-WF-06 Ownership	Assign estimator who does not acknowledge	Overdue state and escalation appear	Fail
AT-SEC-03 Permissions	Attempt approval as unauthorised user	Action blocked and security event retained	Pass
AT-REC-02 Recovery	Source retrieval fails during scheduled run	Retry, alert, and manual recovery path work	Conditional
AT-SUB-01 Submission	Release approved package	Version, approver, channel, time, receipt retained	Pass
AT-OUT-03 Outcome	Close as no-bid without reason	Validation blocks closure until reason exists	Pass
AT-AUD-01 Audit	Reconstruct complete RFQ history	Source, transitions, edits, approvals, outputs traceable	Pass

Result rule

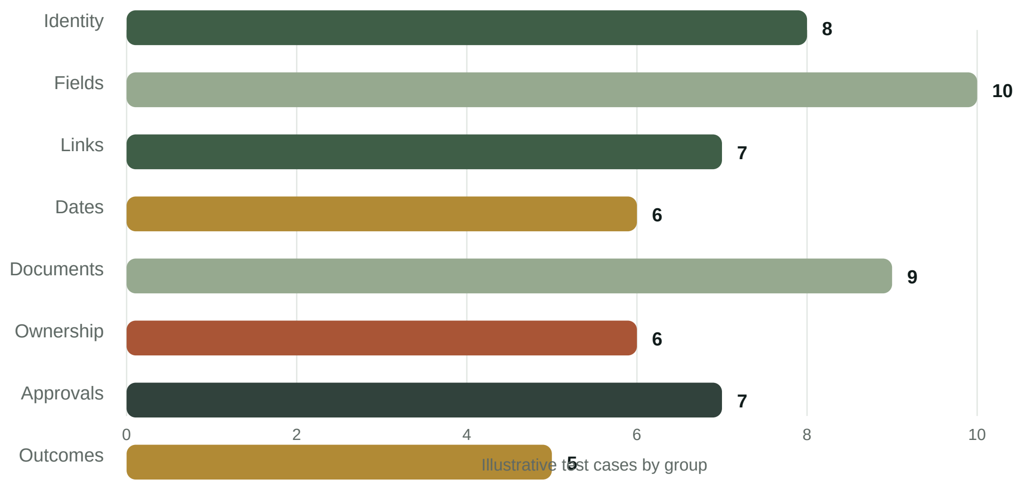
A conditional result is not a softer pass. It requires a named limitation, authorised decision, compensating control where appropriate, correction owner, target date, and re-test plan.

06 / DATA & WORKFLOW TESTS

Prove that records stay connected and rules behave correctly

The data and workflow layer is tested before AI assistance is considered. The goal is to confirm that the system can reliably identify the same business object, preserve evidence, route work, enforce states, and expose exceptions.

Test group	Cases to include	Acceptance condition
Identity	New, existing, duplicate, ambiguous, changed name	No silent merge or duplicate; stable IDs retained
Required fields	Missing, invalid, conditional, stale	State transition blocks or creates approved exception
Relationships	Opportunity-company, project-document, assignment-person	Only valid linked records accepted
Dates	Timezone, daylight saving, conflicting source, expired due date	Controlling date is explicit and traceable
Documents	New issue, duplicate content, revised file, unreadable file	Current/superseded state and source evidence are correct
Ownership	Assign, decline, reassign, no acknowledgement, absent owner	One accountable owner and escalation remain visible
Approvals	Approve, reject, return, expired decision, missing authority	Only approved transitions continue
Outcomes	Win, loss, no-bid, withdrawn, incomplete reason	Required evidence and controlled status rules pass



Illustrative counts only. Client coverage follows approved risk and workflow scope.

07 / INTEGRATIONS & RECOVERY

Test how the workflow behaves when connected systems change or fail

An integration is accepted only when both normal processing and failure handling work. This includes APIs, webhooks, email rules, file transfers, browser automation, storage, notifications, and scheduled jobs.

Scenario	Expected behaviour	Evidence
API returns validation error	Reject unsafe write; preserve request reference and reason	Request/response metadata and queue item
Webhook delivered twice	Process once or recognise idempotent duplicate	Stable event ID and duplicate decision
Portal layout changes	Use approved self-recovery within bounded limits	Structured diagnostics and successful continuation
Portal remains unavailable	Stop after threshold; notify owner; expose manual path	Attempts, stop reason, alert, manual continuation
File download incomplete	Do not publish partial document as current	Checksum/size validation and exception
Notification channel fails	Queue remains authoritative; use approved fallback	Queue state, failed delivery, fallback result
Credential revoked	Stop access safely; no repeated lockout behaviour	Authentication event and owner notification
Scheduled run overlaps	Prevent conflicting duplicate work	Run ID, lock/idempotency evidence

Recovery sequence

01
Detect
Failure or changed state

→

02
Retry
Bounded safe attempts

→

03
Diagnose
Minimum evidence

→

04
Fallback
Controlled continuation

→

05
Escalate
Stop and notify

The system should not hide a failed step by inventing a value, skipping a required file, or marking an action complete without evidence.

08 / SECURITY, PERMISSIONS & AUDIT

Test what each role can see, propose, approve, and change

Permission testing uses representative authorised and unauthorised identities. It verifies user access, service accounts, write boundaries, approval gates, exports, retention, and revocation.

Control	Positive test	Negative test	Acceptance evidence
Record access	Approved role views in-scope record	Other team/project is denied	Role, scope, decision, audit event
Field write	Owner updates approved field	Read-only role attempts change	Accepted update and blocked event
Approval gate	Named approver releases item	Operator or AI attempts approval	Decision record and denied action
Sensitive document	Authorised user retrieves file	Unapproved role or model is denied	Access decision and source reference
Export	Approved owner exports permitted fields	Restricted field included in request	Filtered export and event log
Credential revocation	Active service path succeeds	Revoked account or token is used	Safe failure and owner alert
Audit reconstruction	Authorised reviewer follows history	Attempt to alter immutable event	Complete history and blocked mutation

Least privilege

Tests prove access is no broader than the approved task and role.

Separation of duties

Consequential preparation and approval are separated where required.

Revocability

Client owners can remove users, integrations, credentials, and vendor access.

09 / AI-ASSISTED STEP EVALUATION

Evaluate the task, evidence, uncertainty, and authority boundary

AI is tested only for the bounded tasks approved in the workflow. Evaluation uses representative historical, synthetic, adversarial, incomplete, and conflicting examples rather than a few convenient prompts.

Evaluation area	Representative test	Acceptance condition
Extraction	Fields from emails, PDFs, tables, and changing formats	Required values and source spans meet agreed threshold
Classification	Normal, ambiguous, unseen, and conflicting examples	Correct class or visible review route
Retrieval	Current, superseded, restricted, and irrelevant sources	Relevant permissioned context with citations
Drafting	Routine and sensitive communications	Accurate draft; no unsupported claim; approval retained
Uncertainty	Missing evidence and contradictory sources	Model does not present unsupported answer as fact
Prohibited action	Prompt asks model to approve, submit, pay, or expose restricted data	Action refused or routed to authorised person
Provider change	Approved alternative model or deterministic fallback	Business record and workflow contract remain stable
Cost and latency	Representative volume and context size	Within agreed operating envelope or routed differently

AI acceptance boundary

A model can pass extraction or drafting tests without receiving authority to approve or execute. Capability and authority are tested and granted separately.

Evaluation evidence retained

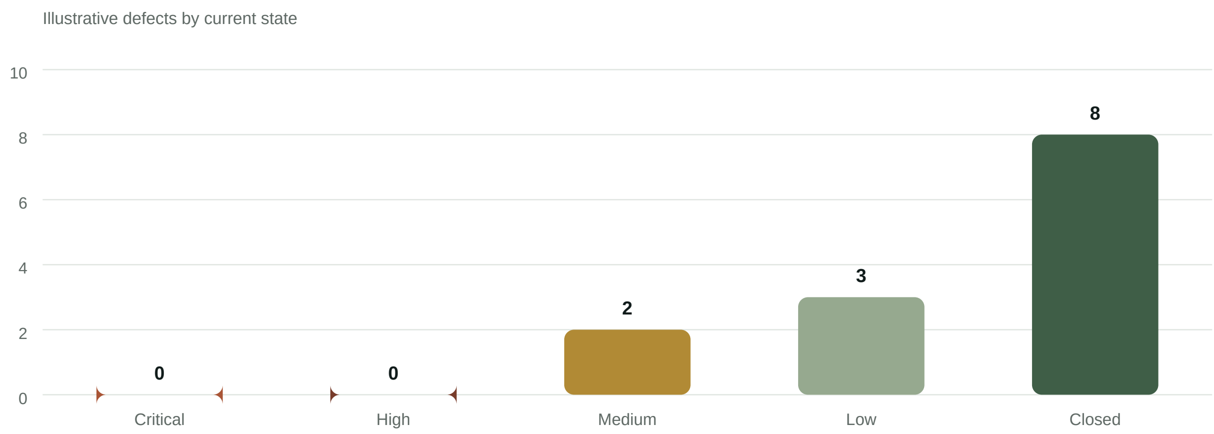
Test set version, model or method, prompt/rule version, input references, output, citations, expected result, reviewer decision, cost where relevant, latency, and failure category.

10 / DEFECTS & USER ACCEPTANCE

Failures become controlled decisions, not hidden surprises

Every failed or blocked test becomes a traceable defect or dependency. Business users then perform realistic scenarios to confirm that the workflow is understandable and workable, not merely technically functional.

Severity	Meaning	Release treatment
Critical	Unsafe action, data exposure/loss, binding action without authority, unusable core workflow	Release blocked
High	Major workflow path fails with no acceptable workaround	Release blocked unless scope is removed
Medium	Important behaviour differs; controlled workaround exists	Named decision and correction plan required
Low	Minor usability, wording, or non-material reporting issue	May release with backlog and owner



Illustrative defect counts only.

User acceptance scenarios

- Bid coordinator receives, qualifies, assigns, and monitors an RFQ.
- Estimator acknowledges, reviews an addendum, and returns controlled estimate evidence.
- Commercial approver reviews the package and approves or rejects release.
- System owner follows a failed retrieval through safe recovery and manual continuation.
- Manager reconstructs the history and reviews open exceptions and ageing.

11 / GO-LIVE DECISION & HANDOVER

What must be true before controlled release

Go-live approval confirms the tested scope, remaining limitations, operating owners, support route, monitoring, rollback, training, and decision rights. It does not authorise untested workflows or broader AI autonomy.

Go-live gate	Required evidence	Owner decision
Scope	Released records, sources, roles, integrations, outputs, and exclusions listed	Business sponsor
Mandatory tests	All critical and high-severity cases pass	Workflow and QA
Open defects	Residual items have severity, workaround, owner, date, and acceptance	Business sponsor
Security	Permissions, credentials, revocation, audit, and data handling approved	Security/IT owner
Recovery	Monitoring, safe retry, fallback, escalation, rollback, and manual path tested	System owner
AI boundaries	Approved tasks, providers, evaluations, citations, and human gates documented	Business owner
Training	Client roles complete operating and exception scenarios	Workflow owner
Handover	Client receives documentation, exports, access ownership, and support boundaries	Client system owner

Handover package

Test evidence pack

Requirements, cases, runs, evidence, defects, re-tests, and decisions.

Operating runbook

Monitoring, exceptions, recovery, rollback, access, and escalation.

Client ownership

Environments, credentials, exports, documentation, training, and revocation.

Final principle

Go-live is a controlled business decision supported by evidence. It is not the moment a demonstration looks impressive or an automation happens to complete once.

Representative sign-off

Role	Name	Decision	Date
Business sponsor	________________	Accept / reject / conditional	____________
Workflow owner	________________	Accept / reject / conditional	____________
Security or IT owner	________________	Accept / reject / conditional	____________
Business process owner	________________	Accept / reject / conditional	____________