Acceptance Criteria Documentation

Document Title	Acceptance Criteria for [Feature/Story/Task Name]
Project Name	[Project Name]
Date	[DD/MM/YYYY]
Author	[Prepared by Name]
Version	[Version Number]

Feature / User Story Description

[Brief and clear description of the requirement, user story, or feature. Explain why this feature is needed and its business value.]

Acceptance Criteria

#	Criteria	Type	Status
1	Given [initial context], when [event or action], then [outcome or result].	Functional	Pending
2	Given [different scenario], when [different action], then [different expected result].	Non-Functional	Pending

Dependencies

- [Related module or system dependency]
- [Data mapping requirements]

Assumptions

- [Assumption description]
- [Assumption description]

Out of Scope

- [Out of scope item]
- [Out of scope item]

Important Notes

- Acceptance criteria must be clear, measurable, and testable.
- Use simple language to avoid misinterpretation among stakeholders.
- Document should be updated if feature requirements change.
- Acceptance criteria serve as the basis for testing and validation.
- Collaboration between business, development, and QA teams is essential when drafting.