Things to consider when making UAT documentation

UAT (User Acceptance Testing) testing documentation is a crucial part of the software development process as it provides a clear and concise description of the testing that has been performed and the results that have been achieved. UAT testing documentation typically includes the following elements:

- Test Plan: This is a high-level document that outlines the scope, objectives, and approach of the UAT testing. It also defines the roles and responsibilities of the testing team and the stakeholders involved in the process.

- Test Cases: This document provides a detailed description of the test cases that have been developed and executed during UAT testing. It includes information on the test steps, expected results, and the actual results achieved.

- Test Results: This document provides a summary of the results of the UAT testing. It includes information on the number of test cases executed, the number of test cases passed and failed, and any issues or defects that have been identified.

- Defect Reports: This document provides a detailed description of any issues or defects that have been identified during UAT testing. It includes information on the steps taken to reproduce the issue, the expected behavior, and the actual behavior.

- User Acceptance Criteria: This document defines the acceptance criteria for the software application and provides the basis for determining whether the application is ready for release. It includes information on the functional and non-functional requirements that must be met for the software to be considered suitable for release.

- Test Closure Report: This document provides a summary of the UAT testing and is used to close out the testing phase. It includes information on the status of the testing, the results achieved, and any open issues or defects that need to be addressed.

These are the key elements of UAT testing documentation, and the specific format and content may vary depending on the organization and the project requirements. The UAT testing documentation serves as an important reference for future updates and maintenance of the software application.

Example of UAT Testing Documentation:

Test Plan:
Title: User Acceptance Testing Plan for Online Shopping Application

Scope: This test plan covers the functional and non-functional testing of the Online Shopping Application, including the following features:
- Product search and browsing
- Product details and reviews
- Shopping cart management
- Checkout and payment
- Order tracking and history

Objectives: The objectives of this UAT testing are to:
- Verify that the application meets the functional and non-functional requirements specified in the project documentation.
- Ensure that the application provides a seamless and efficient user experience for online shopping.
- Identify and resolve any issues or defects in the application before release.

Test Approach: The UAT testing will be performed by a team of end-users, business analysts, and quality assurance specialists. The testing will be based on a set of test cases that have been developed and reviewed by the testing team. The testing will be executed using the actual production environment, including the hardware, software, and network configurations.

Roles and Responsibilities:
- Business Analysts: Review the requirements and provide feedback on the test cases.
- End-users: Execute the test cases and provide feedback on the application's functionality and usability.
- Quality Assurance Specialist: Lead the testing effort, manage the test environment, and document the test results.

Test Cases [We may use only the title and insert link]:
Test Case ID: TC-01
Test Case Title: Search and Browse Products

Steps:
- Log in to the Online Shopping Application.
- Enter a keyword in the search bar and click the search button.
- Verify that the search results are displayed and match the keyword entered.
- Browse the product categories and verify that the products are displayed and organized correctly.

● Select a product and verify that the product details and reviews are displayed correctly.

Expected Results:
● The search results should match the keyword entered.
● The product categories should be displayed and organized correctly.
● The product details and reviews should be displayed correctly.

Actual Results:
● Pass/Fail
● Any comments or observations

Test Results:
Test Results for Online Shopping Application
● Total Test Cases: 100
● Test Cases Executed: 100
● Test Cases Passed: 98
● Test Cases Failed: 2
● Defects Identified: 5

Defect Reports:
● Defect ID: D-01
● Defect Title: Incorrect product details displayed

Steps to Reproduce:
● Log in to the Online Shopping Application.
● Search for a product.
● Select the product and view the details.

Expected Behavior: The product details should match the product description and specifications.

Actual Behavior: The product details are incorrect and do not match the product description and specifications.

User Acceptance Criteria:
User Acceptance Criteria for Online Shopping Application
Functional Requirements:
● The application should provide a search and browse functionality for products.
● The product details and reviews should be displayed correctly.
● The shopping cart management should allow users to add, modify, and delete items.
● The checkout and payment process should be secure and efficient.
● The order tracking and history should be accessible and up-to-date.

Non-Functional Requirements:

- The application should be available 24/7 with no more than 1 hour of downtime per month.
- The response time for the application should be less than 2 seconds for any user request.
- The security of the user's personal and financial information should be encrypted and protected.
-
- The application should be accessible and usable on multiple devices, including desktop computers, laptops, tablets, and smartphones.
- The user interface should be intuitive and user-friendly, with clear navigation and accessible information.

Acceptance Criteria:
- The functional and non-functional requirements should be met as specified in the project documentation.
- The application should provide a seamless and efficient user experience for online shopping.
- The application should be free of critical defects and issues that impact the user experience.

Final Acceptance:
- Based on the test results and user feedback, the Online Shopping Application is considered accepted for release.