**USER ACCEPTANCE TESTING (UAT) PLAN**

**Project**: Odoo ERP Implementation  
**Module**: Finance, Procurement, HR, Sales, Inventory  
**Prepared by**: QA Lead / Project Manager  
**Date**: June 2025

**1. Purpose**

To validate that the Odoo ERP solution meets business requirements and is ready for production use.

**2. UAT Scope**

* Finance module (e.g., AP, AR, GL)
* Inventory and procurement
* HR payroll and employee management
* CRM and sales process automation
* Custom dashboards and reports

**3. UAT Team & Roles**

| **Role** | **Responsibility** |
| --- | --- |
| UAT Manager | Oversees UAT execution and tracking |
| Business Users | Execute test cases and report outcomes |
| QA Analyst | Prepares test scripts and validation steps |
| Vendor Support | Fix issues and provide clarifications |
| Project Manager | Ensures alignment and issue resolution |

**4. Entry Criteria**

* All key features are developed.
* Functional testing is complete.
* Test environment is configured and stable.
* Data migration (test set) is complete.
* UAT scripts are approved.

**5. Exit Criteria**

* ≥ 95% of test cases passed.
* No high/critical defects remain unresolved.
* UAT sign-off by department heads.

**6. Defect Handling Process**

1. User logs defect in tracking tool (e.g., Jira or Excel).
2. QA validates and prioritizes.
3. Development team fixes and re-deploys.
4. User re-tests and closes.

**7. Test Reporting**

* Daily test summary report.
* Final UAT summary with pass/fail metrics.
* Sign-off sheet for each module.