**Testing Checklist:**

**1** Create System and Acceptance Tests [ ]  
**2**Start Acceptance test Creation [ ]  
**3** Identify test team [ ]  
**4**Create Work plan [ ]  
**5** Create test Approach [ ]  
**6** Link Acceptance Criteria and Requirements to form the basis of acceptance test [ ]  
**7**Use subset of system test cases to form requirements portion of acceptance test [ ]  
**8** Create scripts for use by the customer to demonstrate that the system meets requirements [ ]  
**9** Create test schedule. Include people and all other resources. [ ]  
**10** Conduct Acceptance Test [ ]  
**11**Start System Test Creation [ ]  
**12** Identify test team members [ ]  
**13** Create Work plan [ ]  
**14**Determine resource requirements [ ]  
**15** Identify productivity tools for testing [ ]  
**16** Determine data requirements [ ]  
**17** Reach agreement with data center [ ]  
**18** Create test Approach [ ]  
**19** Identify any facilities that are needed [ ]  
**20** Obtain and review existing test material [ ]  
**21** Create inventory of test items [ ]  
**22**Identify Design states, conditions, processes, and procedures [ ]  
**23** Determine the need for Code based (white box) testing. Identify conditions. [ ]  
**24** Identify all functional requirements [ ]  
**25** End inventory creation [ ]  
**26** Start test case creation [ ]  
**27**Create test cases based on inventory of test items [ ]  
**28** Identify logical groups of business function for new system [ ]  
**29** Divide test cases into functional groups traced to test item inventory [ ]

**30** Design data sets to correspond to test cases [ ]  
**31** End test case creation [ ]  
**32** Review business functions, test cases, and data sets with users [ ]  
**33** Get signoff on test design from Project leader and QA [ ]  
**34** End Test Design [ ]  
**35** Begin test Preparation [ ]  
**36** Obtain test support resources [ ]  
**37** Outline expected results for each test case [ ]  
**38** Obtain test data. Validate and trace to test cases [ ]  
**39** Prepare detailed test scripts for each test case [ ]  
**40** Prepare & document environmental set up procedures. Include backup and recovery plans [ ]  
**41** End Test Preparation phase [ ]  
**42** Conduct System Test [ ]  
**43** Execute test scripts [ ]  
**44** Compare actual result to expected [ ]  
**45** Document discrepancies and create problem report [ ]  
**46** Prepare maintenance phase input [ ]  
**47** Re-execute test group after problem repairs [ ]  
**48** Create final test report, include known bugs list [ ]  
**49** Obtain formal signoff [ ]