



Checklist



✓ Planning

- ☐ Plan the test case creation, forecast the resource requirements (people, hardware, environments, devices), and implement the test cycles in accordance with the processes in scope.
- ☐ Have a tracking mechanism that monitors the overall progress, pass/fail rates, ownership, and issues tied to specific test cases, and have a process defined for remediation, retesting, and deployment when errors are found and corrected.

✓ Implementation

- ☐ Ensure the SDLC includes unit testing by the developer in a development environment, with focus on function, code, and configuration of all extensions and integrations.
- ☐ Ensure the functional testing is performed by functional consultants or SMEs in a test or developer environment with the primary objective to validate the design against the requirements.
- ☐ Ensure process testing is performed by SMEs in a test environment, running multiple processes consecutively, focusing on testing whether the solution allows business operations and monitoring for unintended outcomes.

- ☐ Carry out performance testing throughout the Implement and Prepare phases on critical processes to ensure the solution performs while focusing on scaling with realistic load and growth.
- ☐ Throughout the Implement and Prepare phases, perform iterative and cumulative end-to-end testing of all full business processes in scope and connected integrations and solutions in a test environment with increasingly “real” migrated data.
- ☐ Perform UAT in a test environment during the Prepare phase to test the preparedness of users, processes, and the solution to operate the business.
- ☐ Consider automation for functional, process, end-to-end, performance, and regression testing.
- ☐ Establish a test communication plan with clear scope and objectives, specifying the schedule, sequence, roles involved, and issue resolution process.
- ☐ Perform regression testing in a test environment, or development environment for updates, throughout the Implement and Prepare phases as well as post-go live to ensure the solution performs as expected after a change.

✓ Go live

- ☐ Plan a mock cutover in the new production environment to validate confirmation of the estimated times between environment preparation for production for all the required tasks during go live.