User Acceptance Testing (UAT) Template

Project Overview:

Project Name: Importing and Securing Data in ServiceNow

Project Description: This project focuses on the secure and efficient import of data into ServiceNow from multiple sources, ensuring integrity, compliance, and proper access control throughout the process.

Project Version: [Version Number]

Testing Period: [Start Date] to [End Date]

Testing Scope:

[List of Features and Functionalities to be Tested]

[List of User Stories or Requirements to be Tested]

Testing Environment:

URL/Location: [Web URL or Application Location]

Credentials (if required): [Username/Password]

Test Cases:

Bug Tracking:

Sign-off:

Tester Name: [Name of Tester]

Date: [Date of Test Completion]

Signature: [Tester's Signature]

Notes:

Ensure that all test cases cover both positive and negative scenarios.

Encourage testers to provide detailed feedback, including any suggestions for improvement.

Bug tracking should include details such as severity, status, and steps to reproduce.

Obtain sign-off from both the project manager and product owner before proceeding with deployment.