

# UATTest Plan TEMPLATE v1.0 Project: <Project>

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## History

### 1 General Information 1.1 Version

Version	Date	Description of Revision	Reason for Revision	Prepared By
1.1	06/06/2024	Initial draft	plan for the IlluminateTech Web Application project	Jon Etxebarria

#### 1.1.1 Further Revisions

*As this project is iterative in nature, this document is a work in progress and will be modified as business rules are discussed and agreed upon. Additional requirement and business-rule definition and/or revisions to this document will generate further document versions. In all cases, agreed changes will be clearly defined in the body of the text or as an addendum to this document, as appropriate.*

### 1.2 Document Sign-Off and Approvals

Approved by Etxebarria Jon	
<b>User entity QA Lead:</b> Maite Tubio Signature: M. Tubio Comments: No comments	Date: 06/06/2024
<b>User entity UAT Lead:</b> Josefina Gallardo Signature: J. Gal Comments: No comments	Date: 06/06/2024
<b>User entity Development Lead:</b> Lola Mento Signature: I. Mento Comments: No comments	Date: 06/06/2024
<b>User entity Project Manager:</b> Etxebarria Jon Signature: J.Etxe Comments: No comments	Date: 06/06/2024

## 2 Introduction

## 2.1 Document Description

*This document is the User Acceptance Testing (UAT) plan for the IlluminateTech Web Application project. The UAT step will follow successful completion of the QA testing step. UAT will be completed with the goal of ensuring that the system meets business needs. The objectives of this document are to outline the testing strategy and approach for UAT, provide guidance to users performing testing, and to define pass/fail criteria for each test.*

### 2.1.1 Project Summary

*Our Personal Fundraising pages have not been refreshed in more than four years, and advances in technology and social media make this the optimal place to implement the IlluminateTech Web Application platform. Personal Fundraising pages are a smaller revenue stream that poses the least amount of risk to explore platforms like this to increase revenue. We would like to take this opportunity to reduce the complexity and negative aspects of our current Personal Fundraising. The current sign up process is long and tedious, not easy to customize and does not follow industry best practices. An optimal solution will make personal fundraising interesting and feel special to the donors/users while giving them opportunities to amplify the message.*

### 2.1.2 List of Features

*Add in any/all high level features being tested*

- *General Functionality*

## 2.2 Related Documentation

<http://sgkweb.entity.org/Projects/Personal%20Fundraising/default.aspx>

### 2.2.1 Business/Functional Requirements

[http://sgkweb.entity.org/Projects/Personal%20Fundraising/Project%20Documents/Scope%20and%20Requirements/PersonalFundraising-BusinessRequirements-cs-20140723\\_1.2.docx](http://sgkweb.entity.org/Projects/Personal%20Fundraising/Project%20Documents/Scope%20and%20Requirements/PersonalFundraising-BusinessRequirements-cs-20140723_1.2.docx)

### 2.2.2 Technical Solution Design

<http://sgkweb.entity.org/Projects/Personal%20Fundraising/Project%20Documents/System%20Documentation/<Project>-DataMap-cs-v3-20140723.xlsx>

### 2.2.3 QA Test Script(s)

<http://sgkweb.entity.org/Projects/Personal%20Fundraising/Project%20Documents/Testing/Test%20Cases%20Donor%20Drive.xlsx>

### 2.2.4 QA Test Plan

<http://sgkweb.entity.org/Projects/Personal%20Fundraising/Project%20Documents/Testing/<Project> Test Plan draft.docx>

### 3 Scope of User Acceptance Testing

#### 3.1 Applications and Modules Affected

Application	Module
IlluminateTech Web Application Development	All modules related to the web application.

#### 3.2 Features to be Tested

Feature	Short Description (if needed)
User interface and navigation	Testing the layout, design, and ease of navigation of the web application
Product browsing and purchasing functionality	Testing the ability to browse products, add them to the cart, and complete the purchase process.
Secure online transactions	Testing the security measures in place for online transactions, including encryption and payment gateways.
Communication channels and notifications	Testing the functionality of communication channels such as email notifications and support inquiries.
Compliance with regulatory standards	Testing whether the web application complies with relevant regulatory standards and industry best practices.
Integration with existing systems	Testing the integration of the web application with any existing systems used by IlluminateTech.
Performance and scalability	Testing the performance and scalability of the web application under various load conditions.
Documentation and support material	Testing the availability and usefulness of documentation and support materials for users

### 3.3 Features not to be tested

Feature	Reason Excluded from Testing Scope
IlluminateTech Web Application is testing basic functionality	Testing will focus on core features, excluding any specialized or advanced functionalities.

## 4 Responsibilities

Name	Role	Responsibilities
Jon Etxebarria	Project Manager	Oversees the UAT process, coordinates testing activities, and ensures alignment with project objectives.
Federico Gallardo	Test Lead	Develops the UAT test plan, coordinates test case development, and manages the execution of test cases.
Testers	Testers	Execute test cases, document test results, and provide feedback on the usability and functionality of the web application.
Vendor	Development Manager	<p>Responsible for allocation of development resources</p> <ul style="list-style-type: none"> <li>• Able to override any development decision made with regard to issue resolution or feature development</li> <li>• Responsible for approval of functional designs and specifications that will be applied during the project</li> </ul>

UAT Testers	UAT Testers	<ul style="list-style-type: none"> <li>• Responsible for following UAT test plan and UAT test scripts</li> <li>• Will provide final sign-off for business user acceptance</li> </ul>
Josefina Gallardo	UATLead	<ul style="list-style-type: none"> <li>• Serves as contact point between the project requestors (users) and the development, QA and UAT staff</li> <li>• Assist in providing any documentation necessary to the business users following QA/UAT test cycles</li> <li>• Assist in interpretation of the business requirements to assure all business rules and needs are met accurately</li> </ul>
Jon Etxebarria	Project Manager	<ul style="list-style-type: none"> <li>• Provides guidance on the overall project • Coordinates and develops project schedule</li> <li>• Liaison with business to ensure participation and ownership</li> <li>• Tracks all project activities and resources, ensuring project remains within scope</li> <li>• Facilitates identifying and bringing closure to open issues</li> <li>• Communicates project status</li> </ul>

## 5 Configuration and Setup

### 5.1 Hardware

None required.

### 5.2 Software

Internet browser.

### 5.3 Test Environments

<http://go.entity.org>

### 5.4 Test Tools

Defect Tracking and Recording spreadsheet with user scenarios.

## 5.5 Training

Brief overview of site functionality will be given by QA Lead Maite Tubio

## 5.6 Office Requirements

N/A

## 5.7 Security

UAT Testers will create their own user IDs and passwords which will be recorded by testing team for their records.

## 5.8 Documentation

Defect Tracking and Recording Spreadsheet

## 6 Schedule and Milestones

This section defines the TIME constraints on UAT testing.

- Decide from the SCOPE and QUALITY statements what testing tasks need to be done.
- Order the tasks into precedence.
- Estimate the tasks duration and the resources they require.
- Estimate how long UAT will take.

Milestone	Start Date	Completion Date
UAT Testing	08/08/2024	08/22/2024
IlluminateTech Web Application complete fixes	08/25/2024	01/03/2025
UAT Retest	01/06/2025	01/20/2025

## 7 Test Approach

*This section defines the techniques, approach, and completion criteria to enable the testing tasks to be identified and the amount of time they will require.*

### 7.1 Develop Tests

Tests will be written as scenarios that reflect common uses of site functionality.

#### 7.1.1 Analyze Requirements

[http://sgkweb.entity.org/Projects/Personal%20Fundraising/Project%20Documents/Form/s/AllItems.aspx?RootFolder=%2fProjects%2fPersonal%20Fundraising%2fProject%20Documents%2fScope%20and%20Requirements&FolderCTID=&View=%7b31CD576C%](http://sgkweb.entity.org/Projects/Personal%20Fundraising/Project%20Documents/Form/s/AllItems.aspx?RootFolder=%2fProjects%2fPersonal%20Fundraising%2fProject%20Documents%2fScope%20and%20Requirements&FolderCTID=&View=%7b31CD576C%20)



2dE171%2d48D7%2d9AF8%2dD0B8CC49E7AA%7d

### **7.1.2 Develop Scenarios**

Based on QA Test Cases and common user scenarios.

### **7.1.3 Review Documents**

<http://sgkweb.entity.org/Projects/Personal%20Fundraising/Project%20Documents/Forms/AllItems.aspx>

### **7.1.4 Derive Acceptance Criteria**

95% Pass Rate with no Showstoppers

### **7.1.5 Construct Test Cases**

<http://sgkweb.entity.org/Projects/Personal%20Fundraising/Project%20Documents/Testing/UAT%20Test%20Cases%20Donor%20Drive.xlsx>

### **7.1.6 Requirements Traceability Matrix**

Specify the techniques that will be used to record and track back

Incidents • UAT Requirements Document

• Defect Tracking Spreadsheet

(<http://sgkweb.entity.org/Projects/Personal%20Fundraising/Project%20Documents/Testing/UAT%20Test%20Cases%20Donor%20Drive.xlsx>)

### **7.1.7 Write Test Scripts**

<http://sgkweb.entity.org/Projects/Personal%20Fundraising/Project%20Documents/Testing/UAT%20Test%20Cases%20Donor%20Drive.xlsx>

## **7.2 Prepare to Test**

In addition to developing the tests a number of other activities need to take place in order to allow UAT to take place.

### **7.2.1 Prepare Testing Environment**

Testing environment will be url that will have already been tested across different browsers. Full QAT will be performed before hand including crossbrowser and mobile testing.

### **7.2.2 Create Test Data**

Refunds and Partial Refunds must be manually adjusted in the database until payment gateway is open.

### **7.2.3 Agree Entry Criteria**

QA Testing Completed, Development has corrected all defects, testing environment signed off on.

### **7.2.4 Complete the Test Procedures**

Test Procedures include the Test Scripts required to run the tests and the additional

procedures to cover the processes of actually running the tests.

### 7.3 Running the Tests

UAT Testers will be given a spreadsheet of scenarios with steps to test and a timeframe for testing.

#### 7.3.1 Item Pass/Fail Criteria

Pass= user is able to perform assigned task and receives expected results Fail = user is not able to perform assigned task or does not receive expected results

#### 7.3.2 Reporting Incidents

Incidents will be reported on UAT Test Cases spreadsheet (Defect Tracking sheet) and will have drop downs for pass/fail and severity [1-Minor(Able to work around/Aesthetic), 2-Medium(Should be fixed), 3-Major(Showstopper)]

#### 7.3.3 Classifying Incidents

Status: Pass/Fail

Severity: 1-Minor(Able to work around/Aesthetic), 2-Medium(Should be fixed), 3- Major(Showstopper)]

### 7.4 Review Test Results

After the testing has been completed and faults fixed and retested the test results need to be reviewed to make a decision about whether to accept or reject the system.

#### 7.4.1 Exit Criteria

95% Pass Rate

### 7.5 Change Management

Please reference requirements

document.[http://sgkweb.entity.org/Projects/Personal%20Fundraising/Project%20Documents/Scope%20and%20Requirements/PersonalFundraising-BusinessRequirements-cs20140723\\_1.2.docx](http://sgkweb.entity.org/Projects/Personal%20Fundraising/Project%20Documents/Scope%20and%20Requirements/PersonalFundraising-BusinessRequirements-cs20140723_1.2.docx)

### 7.6 Suspension Criteria and Resumption Requirements

N/A

## 8 Test Deliverables

The following test documentation will be produced:

- UAT Test Plan – This document deals with what needs to be done in UAT.
- UAT Test Cases – The values input and results expected from tests.
- UAT Test Logs – The results of running the tests.
- UAT Incident Reports – Observations of unexpected results.
- UAT Test Summary Report – Summary of testing.