

Acceptance Testing

Utilization of Testing Tools

Date	19 September 2022
Team ID	PNT2022TMID43270
Project Name	Signs with Smart Connectivity For Better Road Safety
Maximum Mark	2 Marks

Introduction

The purpose of this document is to outline the User Acceptance Testing (UAT) process for Signs with Smart Connectivity for Better Road Safety. Project Sponsors from all participating departments are intended to review this document. Approval of this document implies that reviewers are confident that following the execution of the test plan, the resulting system will be considered fully-tested and eligible for implementation.

UAT is to be completed by the Business Departments (UAT Team) that will be utilizing the software and/or support departments. The testing is conducted to enable a user to validate that the software meets the agreed upon acceptance criteria.

Primary Objective

User Acceptance Testing is conducted to ensure that the system satisfies the needs of the business as specified in the functional requirements and provides confidence in its use. Modifications to the aforementioned requirements will be captured and tested to the highest level of quality allowed within the project timeline.

UA test methodology

User Acceptance Testing will be conducted primarily by the end users (i.e. Subject Matter Experts). Users will execute all Internal test scripts referenced in section . Users may also perform additional tests not detailed in the plan but remain relevant and within the scope of the project. UAT progress will be reported based on the percentage executed test cases and other relevant testing activities.

Roles and Responsibilities

Keys to a successful UAT process involve open channels of communication, detailed documentation, and above all, clearly defined roles and responsibilities. Each team member must function fluidly in a group setting as well as work independently for extended periods of time. UAT is largely a collaborative

process and test results must be analyzed from different perspectives and by team members with various levels of expertise across the business to ensure success.

UAT Team

The test team is comprised of members who possess a thorough knowledge of the current systems and processing methods, i.e. SMEs. These team members will be better able to initiate test input, review the results, and be more intuitively familiar with the impact on other related business issues and staff activities. Members should be detail-oriented and be diligent in collecting proper documentation to support the test results. Team members are selected based, in part, on the

UAT Deliverables

UAT Activities

All core UAT activities are defined below:

- Identify UAT Team – Business Analyst lists SMEs that will take part in testing for the project. The Project Sponsor is often the source of information for the team list. A full description of team member attributes is detailed in section
- UAT Plan – A strategy-based document defining test methodology and criteria is distributed to the team.
- UAT Plan Team Review – Session with business stakeholders to review plan and provide feedback and sign-off.
- UA Test Cases – A document that details each specific test case that will be performed during the UAT process.
- Test Data Acquisition – Receipt of accounts and test environment data from QA required to execute test scripts. Note: one full week of lead time is needed to acquire test accounts from QA.
- UA Test Cases – A detailed step-by-step breakdown of each individual test case.
- UA Test Case Review – Approval from business team and/or third parties on completed scripts.
- Desktop Validation – Validation of installed applications and configuration necessary for testing.

UA Test Cases

Test cases contain a detailed step by step breakdown of each test case to be performed by the UA tester. Each script contains: test case number, product, test description, requirement number, requestor, tester, action to be performed, test data to be utilized, expected results, error descriptions (if applicable), pass/fail results, date tested, and any additional comments from the UA tester.

7.1 UAT Defect Tracking

Team members will be provided with instruction on how to effectively execute test scripts, as well identify, capture, and report defects. Utilization of Microsoft Office applications and screen capture programs (e.g. SnagIt) will be required to document defects for escalation. Team members will be expected to present findings on regularly scheduled touch point meetings in the event that end user support and/or Development require additional detail.

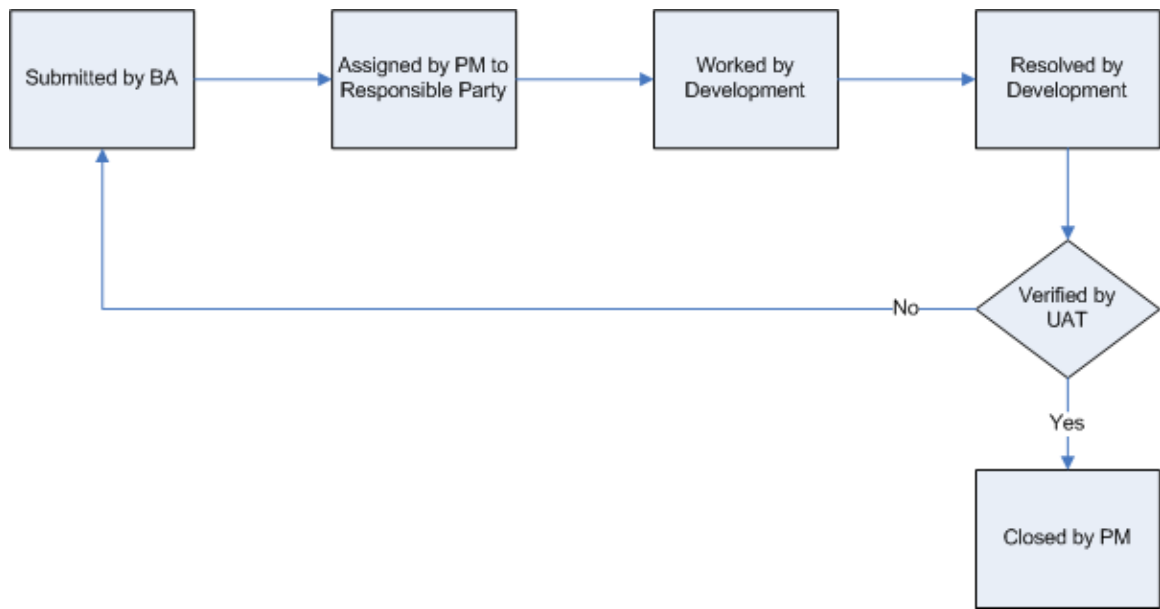
7.2 UAT Defect Prioritization

The Business Analyst will function as a liaison between the business and development on matters of prioritizing and classifying defects. Defects found in UAT can be assigned one of four (4) levels of severity:

- *Regulatory* – This request is regulatory and mandatory
- *Critical* – Testing defects that due to the complexity of the function or the scheduled dates are putting the implementation date at risk. No workaround exists.
- *High* – Testing defects occurring in a less complex function of the application with sufficient time to resolve before the implementation date – but must be implemented as scheduled. A workaround has been identified and is listed in the defect.
- *Low* – Testing defect occurring in a function that are simple to fix or could be excluded if not resolved by the scheduled implementation date.

7.3 UAT Defect Lifecycle

Defects must be clearly captured and escalated to ensure prompt resolution by development. Each defect submitted by UAT will be assigned a priority, worked by development, resolved, and re-tested by UAT prior to closure. The following is a snapshot of the standard defect lifecycle:



Assumptions

The following are key assumptions made by UAT prior to the commencement of the acceptance test phase:

- QA testing has been completed without any outstanding critical defects.
- The UAT environment will be available for testing.
- Configuration information and test data has been provided and applied as designed.
- All desktops identified for UAT will have the necessary software applications installed.
- Subject Matter Experts (SME) are available to participate in testing.

Risks

Below are risks that could potentially impact the UAT process and prevent its successful and timely completion:

- Unstable UAT environment.
- Inadequate test data.
- Incorrect software version(s).
- Failure to emulate production environment.
- Lack of human resources.

