# User Acceptance Test Document

**Document location**

| Location |
| --- |
| Kingdom of Bahrain |

**Author**

| Position | Name | Contact no |
| --- | --- | --- |
| Technical Lead | Mohammad Dilshad Ansari | 35184118 |

**Revision history**

| Version | Issue date | Author/editor | Description/Summary of changes |
| --- | --- | --- | --- |
| 1.0.0# | ----- | ----- |  |
|  |  |  |  |

**Reviewed by**

| Version | Issue date | Name | Position / Designation | Review date |
| --- | --- | --- | --- | --- |
| 1.0.0# | ----- | ----- | ----- | ----- |
| 1.0.1# | ----- | ----- | ----- | ----- |
|  |  |  |  |  |

**Approvals**

| Version | Issue date | Name | Position/ Designation | Approval date |
| --- | --- | --- | --- | --- |
| 1.0.0# | ------ | ------ | Project Manager |  |
| 1.0.1# | ------ | ------ | HOD/IT Director |  |

**Related documents**

| Document | Location |
| --- | --- |
| User Acceptance Test Document | Kingdom of Bahrain |

**User Acceptance Test Template**

**Project Name:**

**Project Sponsor:**

**Service Owner:**

**Project Manager:**

**Document Date:**

|  |  |
| --- | --- |
| **1. UAT Scope (In Scope – Out of Scope)** | |
| **UAT - In Scope** | **UAT - Out of Scope** |
| In Scope *List features that are tested.* | Out of Scope *List features that are not tested.* |

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| **2. UAT Assumptions and Constraints** |
| **UAT Assumptions** |
| Assumption *List the UAT assumptions.* |

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| **UAT Constraints** |
| Constraint *List the UAT constraints.* |

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| **3. UAT Risks** | | | |
| **Description** | **Probability**  **High|Med|Low** | **Impact**  **High|Med|Low** | **Mitigation** |
| Risk *List the risks of UAT.* | *How likely is the risk to occur?* | *What is the impact of the risk on the UAT?* | *Steps to avoid the risk.* |

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| **4. UAT Team Roles & Responsibilities** | | | |
| **Name** | | **Roles** | **Responsibilities** |
| Name *List names of people involved in testing.* | |  |  |
| Name*Add more rows if needed.* | |  |  |
| 5. UAT Entry Criteria | | | |
| **ID** | **Criteria** | | |
| 5.1 | Entry Criteria *Factors that must be present to enable the start of the UAT.* ***Example****: Testing environment/ data is available.* | | |

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| 6.UAT Requirements-Based Test Cases | |
| **ID** | **Test Cases** |
| 6.1 | Test Case*Identify the test cases along with the expected results.*  ***Example****:*  *Test Procedure:*  *Login with a corporate user account.*  *Username: abc*  *Password: abc*  *Expected Results:*  *An error will be displayed for the wrong credentials.* |

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| 7. UAT Test Results | | |  |  |
| **ID** | **Test Cases** | **Pass/Fail** | **Tested By** | **Date Tested** |
|  | Test Case *Name the test case.*  ***Example****:*  *Test Procedure:*  *Login with a corporate user account.*  *Username: abc*  *Password: abc*  *Expected Results:*  *An error will be displayed for the wrong credentials.* |  |  | mm/dd/yyyy |
|  | Test Case *Add more rows if needed.* |  |  |  |

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| 8. Document Signatures | | | |
| **Role** | **Name** | **Signature** | **Date** |
| Service Owner[T.L] |  |  |  |
| Project Manager |  |  |  |
| IT Director |  |  |  |
| End User[Director/Manager] |  |  |  |
| Others (if needed) | *Add more rows if needed.* |  |  |

# 9. Addendums & Appendices

*Include any additional documents.*