# User Acceptance Testing (UAT) Checklist

**Project Title:** Learnytics- Student Performance Tracker  
**Conducted By:** Business Analyst Team  
**Date:** June 15, 2025

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Checklist Item | Responsibility | Status | Remarks |
| 1 | UAT objectives and scope documented and approved | Business Analyst | ☐ |  |
| 2 | UAT environment set up and configured (data, roles, access) | IT Support / BA | ☐ |  |
| 3 | UAT test cases and scenarios documented, reviewed, and approved | Business Analyst / QA | ☐ |  |
| 4 | UAT schedule and timelines communicated to stakeholders | Project Manager / BA | ☐ |  |
| 5 | Stakeholders identified and roles assigned for UAT execution | Business Analyst | ☐ |  |
| 6 | Sample test data created and validated | QA / BA | ☐ |  |
| 7 | Entry criteria verified and confirmed | Project Manager / BA | ☐ |  |
| 8 | UAT execution plan shared with testers | BA / QA Lead | ☐ |  |
| 9 | Defect logging mechanism/process established | QA Lead / BA | ☐ |  |
| 10 | Communication channel for UAT feedback established | Project Manager / BA | ☐ |  |
| 11 | All test scenarios executed and results recorded | Faculty, Admin, Students | ☐ |  |
| 12 | All high-priority and critical defects resolved or accepted with workaround | Dev Team / QA / BA | ☐ |  |
| 13 | UAT sign-off collected from all key stakeholders | BA / Project Sponsor | ☐ |  |
| 14 | UAT completion report prepared and submitted | Business Analyst | ☐ |  |