

UAT Test Plan for [Jason O'Toole]

Scope	4
Objectives and business requirements	4
Scope	4
Testing team	5
Milestones and deliverables	6
Design & testing process	6
Staging environment	6
Training	6
UAT Execution	6
Reporting	6
Environmental requirements	7
Hardware requirements	7
Software requirements	7
Features to be tested	8
Feature 1	8
Pass/fail criteria	8
Test cases	8
Feature 2	8
Pass/fail criteria	8
Test cases	8
Features to avoid testing	8
Feature 3	8
Feature 4	8

1. Scope

1.1. Objectives and business requirements

In this section, outline the business requirements. In other words:

- What are our goals? What are we hoping to accomplish with this project/feature?
- How will we measure success?

The goal of this UAT is to investigate whether users can readily access information on our site with ease and if our website functions as expected.

We will measure success by running a series of tests by hired testers and record their views on our navigation system and layout along with whether they encounter any bugs or issues.

1.2. Scope

In this section, outline the scope. This means:

- What is the pain point we're trying to fix?
- What are we testing exactly, and what are we *not* testing?

We want users to be able to easily access information important to them without trouble and to ensure our website functions properly to allow users to have the best experience they can.

We are testing whether our page navigation system performs as expected and if our website contains any flaws or bugs in the coding.

2. Testing team

In this section, list out members of your QA team and what their roles will be during UAT.

Name	Responsibilities
Sunny Li	Investigate design flaws
William Phan	Ensure layout of text and images function properly
Deklan Low	Ensure website components function as expected without issue
Gordon Gao	Test mobile compatibility of website

3. Milestones and deliverables

This section contains all deliverables for successful UAT execution.

3.1. Design & testing process

In this subsection, share design & wireframes to ensure the whole QA team is on the same page. Then, describe how and when the testing will take place.

The designs should be ready at this point, so this stage is just a matter of keeping everyone aligned—and acknowledging what needs to be done.



Please go through the different designs and notes on documents for a reminder of how this feature works.

1. **Dropdowns should take you to a different part of the page**
2. **Images and text should be laid out correctly and not overlap**

Deadline for design & testing process: Jan 20, 2023.

3.2. Staging environment

Describe requirements for the staging environment—this will typically be company-specific, but it should be as close to production as possible.

**Our website for testing will be available at my.website.com
Confirm the URL for the website and ensure everything is in place**

Deadline for staging environment: Jan 27, 2023.

3.3. Training

In this section, go over how you will proceed for training beta testers.

We will develop and send out a testing plan for each tester, the plan will include what to do in chronological order and compare the outcome of each with what should occur. The testing plan will contain a guide for each tester as they all have individual responsibilities.

3.4. UAT Execution

Describe how and when UAT execution will take place—from onboarding to having testers report on test cases.

Execution should take 2 days, everything on the website will need to be checked out and all functionality not in order must be reported.

Steps:

- 1. We will need to onboard each of the testers to assist them with website testing and navigation**
- 2. Test each case given to the individual and ensure all functionality is functioning properly**
- 3. Report any bugs or issues back to me**

Deadline for UAT execution: Feb 19, 2023.

3.5. Reporting & data analysis

Full analysis of individual test cases—understand what testers struggled with, what the general feedback is, and areas of improvement.

Deadline for reporting & data analysis: Feb 23, 2023.

4. Environmental requirements

4.1. Hardware requirements

Some software (design, video editing...) can be demanding on hardware specifications.

If that is the case, outline the minimal and recommended requirements so the QA team can verify that the software runs on the testers' machines.

1.8GHz processor

4 GB RAM

16 GB hard disk space

Video card that supports 720p

4.2. Software requirements

If any extra software or dependencies must be downloaded and installed, list them here.

5. Features to be tested

This section is more important than it seems—it is crucial that both the QA team and the testers know what features must be tested, especially if you're testing a lot at once.

Without this, it's too easy to get sidetracked, and lose time or valuable data from your testers.

5.1. Feature 1

5.1.1. Pass/fail criteria

Add a clear description of what the pass and fail criteria is for each feature.

Pass: Website design is functional and visually appealing

Fail: Bugs or issues found with layout or parts are visually unappealing

5.1.2. Test cases

Write step-by-step, detailed but concise instructions on how to test the feature.

1. **Open up website**
2. **Thoroughly look over website design features**
3. **Ensure navbar functions properly**
4. **Report any issues**

5.2. Feature 2

5.2.1. Pass/fail criteria

Pass: Text and images are not overlapping and text is formatted correctly with the grids in the correct position

Fail: Text or images are overlapping, images are placed incorrectly

5.2.2. Test cases

1. **Open up website**
2. **Thoroughly read through text and look over images for any faults**
3. **Make sure text and images are in the correct position**
4. **Report any issues**

5.3. Features to avoid testing

Avoid testers being sidetracked by specifying what features must be avoided during testing.

This is particularly relevant if you're testing a lot of features at once, or if your software is complex enough that testers might not recognize that they're testing the wrong feature.

Avoid testing functionality of videos and other website features in the table of contents and navbar.

5.3.1. Feature 3

Pass: Website features function as intended, dropdowns and accordions open up to more information, videos play when clicked.

Fail: Dropdowns and accordions do not open to more information, clicking on that information does not take you to a new page, videos do not open when played.

- 1. Open up website**
- 2. Test all functional features and dropdowns**
- 3. Ensure all information in dropdowns and accordions brings you to new section of the page**
- 4. Report any issues**

5.3.2. Feature 4

Pass: Website looks the same on mobile as it is in the wireframe, all parts of the website function as intended and images and text fit inside the screen

Fail: Images or text overlapping or going off screen, videos play and information is displayed correctly

- 1. Open up website on mobile**
- 2. Look over design and ensure text and images are shown correctly**
- 3. Test website features for any flaws or bugs**
- 4. Report any issues**