

UAT Test Plan

[Project name]

Table of Contents

| | |
|---|-----------|
| 1. Introduction..... | 4 |
| 1.1 Purpose..... | 4 |
| 1.2 Scope..... | 4 |
| 1.3 Objectives..... | 4 |
| 1.4 Document Conventions..... | 4 |
| 1.5 References..... | 5 |
| 2. Test Strategy..... | 6 |
| 2.1 Testing Approach..... | 6 |
| 2.2 Test Environment..... | 6 |
| 2.3 Test Schedule..... | 7 |
| 2.4 Test Deliverables..... | 7 |
| 2.5 Test Roles and Responsibilities..... | 7 |
| 3. Test Design..... | 9 |
| 3.1 Test Suites..... | 9 |
| 3.2 Test Cases..... | 9 |
| 3.3 Test Data..... | 9 |
| 3.4 Test Dependencies..... | 10 |
| 4. Test Planning..... | 11 |
| 4.1 Test Milestones..... | 11 |
| 4.2 Test Run Planning..... | 11 |
| 5. Test Execution..... | 13 |
| 5.1 Test Execution Process..... | 13 |
| 5.2 Test Environment Setup..... | 13 |
| 5.3 Test Case Execution..... | 13 |
| 5.4 Test Result Tracking and Issue Reporting..... | 14 |
| 5.5 Test Status Reporting..... | 14 |
| 6. Test Completion Criteria..... | 16 |
| 6.1 Exit Criteria..... | 16 |
| 6.2 Suspension and Resumption Criteria..... | 16 |
| 6.3 Acceptance Criteria..... | 16 |
| 6.4 Approval Criteria..... | 17 |
| 7. Test Risks and Contingencies..... | 18 |
| 7.1 Identified Risks..... | 18 |
| 7.2 Mitigation Strategies..... | 18 |
| 7.3 Contingency Plans..... | 18 |

| | |
|--------------------------------|-----------|
| 8. Test Sign-Off | 20 |
| 8.1 UAT Sign-Off | 20 |
| 8.2 Stakeholder Sign-Off | 20 |
| 8.3 Test Closure Activities | 20 |
| 9. Appendices | 22 |
| 9.1 Test Plan Revision History | 22 |
| 9.2 Glossary of Terms | 22 |
| 9.3 Supporting Documents | 23 |

1. Introduction

1.1 Purpose

The purpose of this User Acceptance Testing (UAT) test plan is to outline the approach, scope, and objectives of the UAT phase for [\[Project Name\]](#). The UAT phase aims to validate that the system meets the specified business requirements and is ready for production use, ensuring end-user satisfaction and minimizing risks associated with the system's functionality, usability, and overall quality.

1.2 Scope

The scope of this UAT test plan encompasses the testing activities, deliverables, and stakeholders involved in the UAT phase. It defines the boundaries of the UAT effort, including the features, modules, or functionalities that will be subjected to testing.

1.3 Objectives

The primary objectives of the UAT phase are as follows:

- Validate that the system satisfies the specified business requirements and user expectations.
- Identify and report any deviations, defects, or inconsistencies in the system's behavior.
- Ensure the system's usability, functionality, and overall quality meet the end user's needs.
- Obtain feedback from end users and stakeholders to drive system improvements and enhancements.
- Evaluate the readiness of the system for production deployment.

1.4 Document Conventions

This UAT test plan follows the following document conventions:

- Test Case Naming Convention:
 - *[Describe the naming convention for test cases, if applicable]*
- Defect Tracking Convention:
 - *[Describe the convention for defect tracking, if applicable]*
- Abbreviations and Acronyms:
 - *[Provide a list of abbreviations and acronyms used throughout the document]*

1.5 References

The following references have been used in the preparation of this UAT test plan:

[List any relevant documents, standards, or specifications that have been referenced]

① That covers the template for the first chapter, "Introduction," in a UAT test plan. You can customize and expand upon this template based on your specific project's requirements, ensuring it aligns with your organization's document conventions and references.

2. Test Strategy

2.1 Testing Approach

The UAT testing approach for [\[Project Name\]](#) will focus on the following key aspects:

- **User Perspective:** UAT will be conducted from the end user's perspective, ensuring that the system meets their business requirements, is intuitive to use, and aligns with their expectations.
- **Realistic Test Environment:** UAT will be performed in an environment that closely resembles the production environment, including the hardware, software, and network configurations.
- **Business Scenarios:** Testing will be based on real-world business scenarios to validate the system's ability to handle typical usage patterns and business workflows.
- **Positive and Negative Testing:** UAT will encompass positive testing to verify that the system functions as expected under normal conditions, as well as negative testing to validate the system's behavior when encountering invalid or unexpected inputs.
- **Usability Evaluation:** The usability of the system will be assessed, including factors such as user interface design, navigation, user experience, and overall user satisfaction.
- **Functional Coverage:** The UAT effort will cover all relevant functional areas and features identified in the requirements, ensuring comprehensive testing of the system's intended capabilities.

2.2 Test Environment

The UAT test environment will be set up to mirror the production environment as closely as possible. The environment will include:

- **Hardware Configuration:**
 - [\[Describe the hardware specifications, if applicable\]](#)
- **Software Configuration:**
 - [\[List the software components, versions, and configurations required\]](#)
- **Network Configuration:**

- *Specify the network setup and connectivity requirements*

2.3 Test Schedule

The UAT test schedule will outline the timelines and milestones for the testing activities. It will include the following information:

- Start and end dates of the UAT phase
- Test planning and preparation activities
- Test execution activities
- Defect reporting and tracking activities
- Review and feedback collection periods

2.4 Test Deliverables

The UAT phase will produce the following deliverables:

- **UAT Test Plan:** This document provides an overview of the UAT approach, scope, and objectives.
- **Test Cases:** Step-by-step instructions for executing specific test scenarios.
- **Test Data:** Sample data or datasets required for executing the test cases.
- **Coverage Reports:** Updates on requirement and risk coverage and general outcome.
- **Test Summary Reports:** Regular updates on the progress, status, and outcomes of the UAT activities.
- **Issue Reports:** Documentation of identified defects, including their impact, priority, and steps to reproduce.

2.5 Test Roles and Responsibilities

The UAT test team will consist of the following roles and responsibilities:

| Role | Responsibilities |
|-----------------------------|--|
| Business Users/Stakeholders | Provide input, review requirements, participate in |

| Role | Responsibilities |
|-------------------------|---|
| | testing, and provide feedback. |
| Test Manager / Analysts | Responsible for test design, test case creation, and execution. |
| Test Environment Team | Set up and maintain the UAT test environment. |
| Development Team | Track, analyze, and report issues. |
| Project Manager | Oversee the UAT phase and ensure alignment with project goals. |
| | |

① That covers the template for the second chapter, "Test Strategy," in a UAT test plan. Feel free to modify and expand upon this template to fit your project's specific testing approach, environment, schedule, deliverables, and roles and responsibilities.

3. Test Design

3.1 Test Suites

The UAT test suites will be designed to cover the critical business processes and user interactions with the system. Each test suite will represent a specific business workflow or user task and will focus on validating the system's behavior, functionality, and usability.

Test suite will be documented in a clear and concise manner, including:

- **Suite Name:** A unique identifier for each test suite.
- **Suite Description:** A brief description of the business workflow or user task being tested.

3.2 Test Cases

Based on the defined test suites, test cases will be created to provide detailed instructions for executing the tests. Each test case will consist of:

- **Test Case Code:** A unique identifier for each test case.
- **Test Case Name:** A clear description of the specific test case.
- **Duration:** Estimated time required to complete the test case.
- **Preconditions:** Any necessary preconditions or setup required before executing the test case.
- **Instructions:** Detailed step-by-step instructions for executing the test case.
- **Expected Result:** The expected outcome or behavior from the system for each step.
- **Requirements / Risks:** The requirement(s) or risk(s) this test case validates.

3.3 Test Data

Test data will be prepared to ensure the test suites and test cases are executed using relevant and representative data. The test data will include:

- Sample input values for test cases.
- Test datasets representing various scenarios and business conditions.

- Data validation rules and constraints to be applied during testing.

3.4 Test Dependencies

Any dependencies or prerequisites for the successful execution of the test cases will be identified and documented. This includes dependencies on external systems, data availability, access rights, and any specific test environment configurations required.

① That covers the template for the third chapter, "Test Design," in a UAT test plan. Customize and expand upon this template to fit your project's specific test scenarios, test cases, test data, test execution schedule, and dependencies.

4. Test Planning

4.1 Test Milestones

This section outlines the key milestones in the testing process.

| # | Iteration | Goal |
|---|-----------------------------|---|
| 1 | Pre-Test Preparation | Prepare for the UAT test execution by setting up the necessary test environment, defining test data requirements, and ensuring all prerequisites are met. |
| 2 | Initial UAT Test | Perform the initial round of UAT testing to identify issues, gather feedback, and validate basic system functionality. |
| 3 | Functional Enhancements | Conduct UAT testing to evaluate additional system functionalities or enhancements implemented based on feedback from the first iteration. |
| 4 | User Experience Refinements | Perform UAT testing to assess the user experience aspects of the system and refine any areas that require improvement. |
| 5 | Final UAT Test and Sign-Off | Conduct the final round of UAT testing to ensure all requirements are met and obtain sign-off for the system's acceptance. |
| | | |

4.2 Test Run Planning

In this section, the planning of test runs is addressed. A test run schedule will be created to define the sequence and timing of executing the test cases. The schedule will consider any dependencies between test cases and ensure adequate time for thorough testing. It includes:

- **Test Run Code:** The unique identifier or name of each test run.
- **Test Run Name:** The definition of a test run, which may encompass a specific set of test cases, scenarios, or a combination.
- **Test Run Objectives:** The objectives or goals to be achieved through the execution of each test run.
- **Test Run Schedule:** The schedule for executing test runs, including start and end dates, as well as any specific timeframes or deadlines.
- **Assigned Test Cases:** The assignment and specific execution order for each test run.
- **Assigned Testers:** The assignment of specific test runs to individuals or teams responsible for their execution.
- **Test Run Dependencies:** Any dependencies or prerequisites for executing specific test runs, such as completion of certain activities or availability of specific resources.

① That covers the "Test Planning" chapter, incorporating milestones and iterations within a UAT test. Adapt and expand upon this template to suit your specific UAT process and project requirements

5. Test Execution

5.1 Test Execution Process

The UAT test execution process will follow the defined test runs and test cases. It will consist of the following steps:

1. **Test Preparation:** Review the test runs, test cases, and associated test data to ensure readiness for execution.
2. **Test Environment Setup:** Set up the test environment according to the specified configurations and data requirements.
3. **Test Case Execution:** Execute each test case as per the defined instructions, using the provided test data.
4. **Test Result Tracking:** Document any observed defects or deviations from the expected results, including clear and concise steps to reproduce the issue.
5. **Issue Reporting:** Log defects into the designated defect tracking system, assign severity and priority levels, and track their status.
6. **Test Progress Reporting:** Regularly communicate the status and progress of test execution to stakeholders and project management.
7. **Retesting:** Upon resolution of reported defects, retest the affected test cases to verify the fixes.

5.2 Test Environment Setup

The test environment will be set up to replicate the production environment and ensure a realistic testing experience. The setup process will include:

- Installation and configuration of necessary software and hardware components.
- Configuration of network settings, if applicable.
- Loading of test data and ensuring data integrity.

5.3 Test Case Execution

The execution of test cases will be performed systematically, adhering to the following guidelines:

- Test cases will be executed by trained and designated testers.
- Each step of the test case will be followed precisely, ensuring accurate execution.
- Testers will record the actual results observed during test execution.
- Any deviations from the expected results will be documented as defects.
- Defects will be reported promptly, providing detailed information for easy reproduction and analysis.

5.4 Test Result Tracking and Issue Reporting

Test results tracking and issue reporting are essential for effective issue management and resolution. The process will involve:

- Logging defects in the designated defect tracking system, including relevant details such as steps to reproduce, observed behavior, and expected behavior.
- Assigning appropriate impact and priority levels to each reported issue.
- Regularly updating the status of issues as they progress through the resolution process.
- Collaborating with development teams to clarify issues and provide additional information, if needed.

5.5 Test Status Reporting

Regular test status reporting will ensure stakeholders and project management stay informed about the progress and results of the UAT phase. The reporting process will include:

- Providing periodic updates on test execution progress, including the number of test cases executed, passed, and failed.
- Highlighting any critical issues affecting the testing progress or overall system quality.
- Summarizing the overall test status and providing insights into the system's readiness for production use.
- Communicating key findings, observations, and recommendations resulting from the test execution.

① That covers the template for the fifth chapter, "Test Execution," in a UAT test plan. Customize and expand upon this template to fit your project's specific test execution process, test environment setup, test case execution, issue reporting and tracking, and test status reporting requirements.

6. Test Completion Criteria

6.1 Exit Criteria

The UAT phase will be considered complete and ready for closure when the following criteria are met:

- All identified test scenarios and test cases have been executed.
- All critical defects have been addressed and resolved.
- The system demonstrates consistent and satisfactory performance during UAT.
- The system meets the specified business requirements and user expectations.
- The UAT team and stakeholders have provided their sign-off and approval for the UAT phase.

6.2 Suspension and Resumption Criteria

In case it becomes necessary to suspend or temporarily halt the UAT phase, the following criteria will guide the decision:

- Availability of critical resources, such as key stakeholders or subject matter experts, becomes limited or unavailable.
- Major system defects or issues severely impact the UAT progress and feasibility.
- Legal, compliance, or security concerns arise that require immediate attention.
- Changes in project priorities or business needs require a reassessment of the UAT scope and approach.

Resumption of the UAT phase will be considered when the aforementioned criteria are no longer applicable, and the necessary conditions for successful testing are reestablished.

6.3 Acceptance Criteria

The acceptance criteria for the UAT phase will be based on the following factors:

1. The system successfully passes all identified test runs and test cases.

2. The system meets the predefined acceptance criteria defined in the requirements documentation.
3. The system demonstrates satisfactory performance, usability, and functionality.
4. The stakeholders and business users provide their acceptance and sign-off.

6.4 Approval Criteria

The approval criteria for UAT sign-off and acceptance will include the following:

1. All critical defects have been addressed and resolved to the satisfaction of the stakeholders.
2. The system meets the specified business requirements and user expectations.
3. The UAT test team has completed all necessary test documentation, including test cases, test data, and defect reports.
4. The stakeholders and business users have provided their formal approval and sign-off on the UAT phase.

① That covers the template for the sixth chapter, "Test Completion Criteria," in a UAT test plan. Customize and expand upon this template to fit your project's specific exit criteria, suspension and resumption criteria, acceptance criteria, and approval criteria.

7. Test Risks and Contingencies

7.1 Identified Risks

This section identifies the potential risks that may impact the UAT process and the successful execution of tests. Each identified risk should include:

- **Risk Description:** A clear and concise description of the risk.
- **Probability:** The likelihood of the risk occurring (e.g., low, medium, high).
- **Impact:** The potential consequences if the risk materializes (e.g., low, medium, high).
- **Mitigation Measures:** Proposed actions or strategies to minimize the likelihood or impact of the risk.

7.2 Mitigation Strategies

In this subsection, mitigation strategies for the identified risks are outlined. For each risk, include:

- **Mitigation Actions:** Specific steps or measures to minimize the likelihood or impact of the risk.
- **Responsible Parties:** The individuals or teams responsible for implementing the mitigation actions.

7.3 Contingency Plans

This section presents contingency plans that outline the actions to be taken if identified risks materialize. For each risk, include:

- **Contingency Plan:** A plan of action to be executed if the risk occurs.
- **Trigger Criteria:** Indicators or thresholds that will prompt the activation of the contingency plan.
- **Recovery Actions:** Steps to be taken to recover from the impact of the risk and resume testing.

① That covers the revised template for the seventh chapter, "Test Risks and Contingencies," in a UAT test plan. Customize and expand upon this template to include the specific risks, mitigation strategies, and contingency plans relevant to your project.

8. Test Sign-Off

8.1 UAT Sign-Off

The UAT sign-off involves obtaining formal approval from the UAT team, indicating their acceptance of the tested system. This subsection covers the following aspects:

- **Criteria for UAT Sign-Off:** The conditions that must be met to consider the UAT phase complete and ready for sign-off.
- **UAT Completion Checklist:** A checklist to ensure all necessary UAT activities and deliverables have been completed.
- **UAT Sign-Off Process:** The steps involved in obtaining sign-off from the UAT team.
- **UAT Sign-Off Document:** A template or format to capture the UAT sign-off and acceptance.

8.2 Stakeholder Sign-Off

Stakeholder sign-off is crucial to validate their acceptance of the tested system and their readiness for production deployment. This subsection addresses the following aspects:

- **Stakeholder Approval Criteria:** The criteria that stakeholders will use to evaluate the UAT results and provide sign-off.
- **Stakeholder Sign-Off Process:** The steps involved in obtaining sign-off from the stakeholders.
- **Stakeholder Sign-Off Document:** A template or format to capture the stakeholder sign-off and acceptance.

8.3 Test Closure Activities

This subsection outlines the activities to be performed for the closure of the UAT phase. It includes:

- **Test Closure Criteria:** The conditions that must be satisfied to consider the UAT phase officially closed.
- **Test Closure Checklist:** A checklist to ensure all necessary test closure activities and deliverables have been completed.
- **Test Closure Report:** A summary report documenting the overall UAT results, lessons learned, and recommendations for future improvements.
- **Archiving and Retention:** The process of archiving and retaining UAT artifacts and documentation for future reference and audit purposes.

That covers the template for the eighth chapter, "Test Sign-Off," in a UAT test plan. Customize and expand upon this template to fit your project's specific UAT sign-off process, stakeholder sign-off requirements, and test closure activities.

① That covers the template for the eighth chapter, "Test Sign-Off," in a UAT test plan. Customize and expand upon this template to fit your project's specific UAT sign-off process, stakeholder sign-off requirements, and test closure activities.

9. Appendices

9.1 Test Plan Revision History

This section provides a chronological record of the revisions made to the UAT test plan.

| Version | Date of Revision | Summary of Changes |
|---------|------------------|--|
| 1.0 | 01-01-2023 | A brief description of the changes or updates made to the test plan. |
| | | |

9.2 Glossary of Terms

The glossary of terms provides a list of definitions for key terms and acronyms used throughout the UAT test plan.

| Term | Definition |
|--------------------|---|
| Issue | A defect or deviation from expected behavior identified during testing. |
| Impact | The level of severity an issue has on the system or its functionality (e.g., blocking, major, minor). |
| Priority | The level of importance assigned to a defect based on its impact and urgency of fixing. |
| Regression Testing | Testing performed to ensure that existing functionality is not affected by system changes or updates. |
| Stakeholder | Any individual or group with an interest or involvement in the project or system being tested. |

| Term | Definition |
|------------------|--|
| Test Environment | The setup consisting of hardware, software, and network configurations used for testing. |
| Test Case | A detailed set of steps and conditions to be followed during the execution of a specific test. |
| Test Coverage | The extent to which the system and its features are tested. |
| Test Data | The sample data or datasets used for executing test cases during testing. |
| Test Execution | The process of running test cases and recording the results. |
| Test Plan | A document outlining the scope, objectives, and approach of the testing activities for a specific project or system. |
| Test Scenario | A high-level description of a specific situation or use case to be tested. |
| UAT | User Acceptance Testing. The phase of testing where end users validate the system's readiness for production deployment. |
| UAT Sign-Off | Formal approval from the UAT team indicating their acceptance of the tested system. |

9.3 Supporting Documents

This section lists the supporting documents and references that are relevant to the UAT test plan. It may include:

- **Business Requirements:** The document outlining the business requirements for the system being tested.

- **Functional / Non-Functional Requirements:** The document specifying the functional and non-functional requirements of the system.
- **Test Cases:** The document containing the step-by-step instructions for executing individual test cases.
- **Test Data:** The document specifying the sample data or datasets required for test execution.
- **Test Environment Setup:** The document detailing the configuration of the UAT test environment.
- **Requirement / Risk Coverage Reports:** Any coverage reports compiled throughout the UAT phase.
- **Issue Reports:** Any issue reports generated during the UAT phase.

① Customize and expand upon this template to include any additional appendices or supporting documents that are relevant to your project.