**Beta Testing Checklist**

Use this Checklist to evaluate the continuing product scenario. Review the scenario and identify at least five beta planning issues and recommendations for the Product Manager.

**Part I: Checklist Analysis**

**Pre-Test Checklist**

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| Beta Planning Category | Beta Planning Consideration | Ready  (Yes/No) |
| Testing Purpose | * Share test purpose and desired results with all stakeholders. * Determine the type of beta test. | Y |
| Internal Readiness | * Establish testing roles and responsibilities. * Ensure all internal testing support is ready to go. | Y |
| Tester Recruitment | * Agree upon and share tester identification and recruitment methods. * Identify tester incentives. | Y |
| Targets | * Identify, request participation, and secure commitment from testing subjects. * Communicate testing incentives. | N |
| Testing Objectives | * Make testing objectives specific, measurable, attainable, relevant, and time-bound (SMART) | N |
| Test Management | * Define test management roles and logistics. * Share schedules and events agenda with all stakeholders. | N |
| Communications Planning | * Develop a Communications Management Plan to ensure end-to-end communications are effective. | N |
| Costs | * Identify testing costs. * Confirm funding sources. | Y |
| Scheduling | * Establish and share the test schedule. | N |
| Legal | * Address all legal considerations. | Y |
| Key Performance Indicators (KPI) | * Establish beta testing KPIs. * Define feedback collection methods. | N |

**Beta Testing Checklist**

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| Beta Testing Execution Category | Beta Planning Consideration | Ready  (Yes/No) |
| Monitor and Control | * Ensure the testing process is progressing as planned. * Answer participant questions in a timely manner. | N |
| Legal | * Meet all legal requirements. * Complete legal documentation as required. | Y |
| Communications | * Ensure the Communications Management Plan is effective. | N |
| Feedback | * Collect feedback effectively. * Categorize and store feedback. | N |
| Key Performance Indicators (KPI) | * Monitor beta testing KPIs. * Document deviations. | N |
| Schedules | * Control schedules. * Keep beta testing milestones on-track. | N |
| Costs | * Control costs. * Keep beta testing costs on-track. | Y |

**Post Beta Testing Checklist**

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| Post Beta Testing Category | Beta Planning Consideration | Ready  (Yes/No) |
| Issues | * Address and document all identified issues. * Resolve, defer, or accept issues. | N |
| Deviations | * Accept or resolve documented deviations. * Update all documentation and ensure launch readiness. | N |
| Incentives | * Distribute testing incentives. * Thank participants for feedback. | Y |
| Launch Decision | * Determine the final launch decision. * Notify all stakeholders of the decision. * Finalize the Business Plan. | N |

**Part II: List Issues and Recommendations**

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| Beta Planning Issue | Recommendation |
| Testing objectives were not clearly defined; no predefined success criteria. | In all future Beta tests, define SMART goals and success criteria before testing begins. |
| Time zone misalignment caused confusion at the beginning. | Clearly specify the time zone in invites and schedules, and confirm with all participants. |
| Mismatch of expected vehicle types for testing. | Pre-list all test conditions and get customer confirmation in writing before testing. |
| Communication plan was insufficient, leading to delayed response. | Create a formal Communication Management Plan with contingency procedures. |
| Video recording was prohibited, forcing last-minute feedback method change. | Research legal restrictions beforehand and prepare alternative feedback methods in advance. |