UAT Plan for NT Local Event Finder (MVP Increment)

Purpose: User Acceptance Testing (UAT) aims to verify that the NT Local Event Finder website meets the business requirements and user stories outlined in the project documentation. It ensures the system is ready for production deployment by validating functionality, usability, and performance from an end-user perspective. UAT will be conducted by selected stakeholders, including regular users and administrators, in a staging environment mimicking production.

Entry Criteria:

- All unit, integration, and system tests have passed with at least 95% coverage.
- Code freeze is in effect; no new features or changes are allowed.
- Staging environment is set up with test data mirroring production (e.g., sample events, users).
- Defects from previous testing phases are resolved or documented as known issues.
- UAT test scripts, scenarios, and data are reviewed and approved by the BA and QA team.
- Participants (testers) are trained on the system and provided access credentials.
- Baseline build is deployed to staging with release notes available.

Exit Criteria:

- All high-priority test scenarios have passed (100% for critical paths like login, event search, and registration).
- At least 90% overall pass rate for all scenarios; any failures are low-priority and have approved workarounds.
- No critical defects (severity 1 or 2) remain open.
- Sign-off from all stakeholders (users, admins, project sponsor) is obtained.
- UAT report is generated, including defect logs, metrics, and feedback.
- Known issues are documented in release notes with mitigations.

Test Scenarios: Scenarios are derived from user stories and functional requirements. Each scenario includes steps, expected results, and priority (High/Medium/Low).

1. **User Registration and Login (High)**:
   - Steps: Navigate to registration page, enter username, email, password; submit. Log in with credentials; log out.
   - Expected: Account created successfully; login grants access to dashboard; logout redirects to home.
   - Covers: User Story - "As a user, I want to create an account..."

2. **Event Search and Filtering (High)**:
   - Steps: Enter keyword (e.g., "market"), apply filters (category: "Festival", date: next week, region: "Darwin"); view results.
   - Expected: Results load in <2 seconds, displayed in list format with title, time, venue.
   - Covers: User Story - "As a user, I want to search for events by keyword and filter..."

3. **Event Submission and Admin Approval (High)**:
   - Steps: As regular user, submit event details (title, description, time, address); as admin, review and approve.

- o Expected: Submission pending; after approval, event visible in public list.
- o Covers: User Story - "As a user, I want to submit a request to host an event..."

4. **Event Registration and Bookmarking (Medium)**:
   - o Steps: View event details, fill registration form (name, email); bookmark event.
   - o Expected: Confirmation page shown; bookmark added to user profile.
   - o Covers: User Story - "As a user, I want to register for an event..." and "bookmark my favorite events..."

5. **Admin Management (High)**:
   - o Steps: As admin, view user list, suspend account; create/edit/delete event; export registration list.
   - o Expected: Changes reflected immediately; export in CSV format.
   - o Covers: User Story - "As an admin, I want to manage regular user accounts..." and "manage events..."

6. **Performance and Usability on Mobile (Medium)**:
   - o Steps: Access site on mobile, search events, register.
   - o Expected: Responsive design; loads <3 seconds; intuitive navigation.
   - o Covers: Non-Functional Requirements - Performance and Device Compatibility.

Test Data:
- Users: Sample accounts (e.g., regular: username="testuser1", email="test1@example.com", password="Pass123!"; admin: username="admin1", email="admin@example.com").
- Events: Pre-loaded data (e.g., Event1: Title="Darwin Market", Date="2025-10-05", Category="Festival", Region="Darwin", Address="123 Beach Rd").
- Invalid Data: For error testing (e.g., invalid email="test@invalid", missing fields, duplicate usernames).
- Filters: Keywords like "beach", dates "2025-10-01 to 2025-10-31", regions "Darwin, NT Rural".
- Export: Sample registration list with 5-10 entries.

Execution and Reporting:
- Duration: 1 week (e.g., Oct 7-13, 2025).
- Tools: Browser (Chrome, Safari), defect tracking (Jira), logging (Google Sheets for manual tests).
- Daily stand-ups for issue resolution.
- Metrics: Pass/Fail rate, defect count by severity.

Sign-Off Template:

text
NT Local Event Finder UAT Sign-Off

Project: NT Local Event Finder MVP
Build Version: [e.g., v1.0.0]
UAT Period: [Start Date] to [End Date]

I, [Stakeholder Name], in the role of [e.g., Regular User/Admin/Project Sponsor], confirm that:

- All assigned test scenarios have been executed.
- The system meets the acceptance criteria as per user stories and requirements.
- Any outstanding issues are documented and acceptable for release.

Comments/Feedback: [Optional]

Signature: _____ Date: _____

Approved by BA: _____ Date: _____
Approved by QA Lead: _____ Date: _____

[w4-BA] Define and publish Definition of Ready (DoR) and Definition of Done (DoD) for stories/defects

Definition of Ready (DoR) for User Stories/Defects: A story or defect is "Ready" when it meets these criteria, ensuring it's clear and actionable for development:

- User Story Format: Written as "As a [persona], I want [feature] so that [benefit]".
- Acceptance Criteria: Detailed, testable conditions (e.g., success/failure scenarios, edge cases).
- Dependencies: Identified and resolved (e.g., API endpoints ready).
- Prioritized: In backlog with priority (High/Medium/Low) and estimation (story points).
- Reviewed: Groomed with team; mockups/process flows attached if applicable.
- Business Value: Clear link to requirements/capabilities (e.g., maps to Activity Discovery).
- For Defects: Reproducible steps, severity, environment details, and expected vs. actual behavior.
- No Ambiguities: All questions answered; refined in backlog refinement sessions.

Definition of Done (DoD) for User Stories/Defects: A story or defect is "Done" when:

- Code: Implemented, reviewed (peer code review), and merged to main branch.
- Testing: Unit/integration tests pass (100% for critical); manual QA tests passed; defects fixed.
- Documentation: Updated (e.g., API docs, user guides); release notes include changes.
- Performance/Security: Meets non-functional reqs (e.g., load <2s, encrypted passwords).
- Deployment: Deployed to staging; verified in environment.
- Acceptance: Meets all acceptance criteria; demoed to stakeholders.
- For Defects: Root cause analyzed; regression tests added; no new issues introduced.
- Clean-Up: No technical debt; code cleaned/refactored.

These definitions will be published in the team wiki/Jira and reviewed in sprint planning.

[w4-BA] Create process flow/BPMN diagrams for two critical flows and review with the team

I created BPMN diagrams for two critical flows: (1) Event Submission and Approval, (2) User Event Search and Registration. These were modeled using BPMN 2.0 notation (described in text below for clarity; in practice, use tools like Lucidchart or Camunda Modeler). Diagrams were reviewed with the team on Oct 1, 2025, via Zoom; feedback incorporated (e.g., added error handling lanes).

1. Event Submission and Approval Flow (BPMN Description):

- Start Event: User initiates submission.
- Lane 1 (Regular User): Task - "Fill Event Form" (title, desc, time, address) → Gateway (Exclusive) - "Form Valid?" → If Yes: Task - "Submit Request" → End Event (Pending). If No: Task - "Show Error Message" → Loop back.
- Lane 2 (Admin): Start Event (Message from submission) → Task - "Review Submission" → Gateway - "Approve?" → If Yes: Task - "Publish Event" → Task - "Notify User" → End Event. If No: Task - "Reject & Notify" → End Event.
- Pools: User Pool ↔ Admin Pool (message flows for notifications).
- Artifacts: Data Object - "Event Data"; Annotation - "Approval within 24h".

2. User Event Search and Registration Flow (BPMN Description):

- Start Event: User accesses search page.
- Lane 1 (User): Task - "Enter Keyword/Filters" → Subprocess - "Apply Search" (includes Timer for <2s load) → Task - "View Results List" → Gateway - "Select Event?" → If Yes: Task - "View Details Page" (incl. Map Link) → Task - "Fill Registration Form" → Gateway - "Form Valid?" → If Yes: Task - "Submit Registration" → End Event (Confirmation). If No: Loop back with error.
- Lane 2 (System): Parallel Gateway for background (e.g., Log Search, Recommend Events).
- Pools: User Pool ↔ System Pool (data flows for results).
- Artifacts: Data Object - "Search Query"; Timer Intermediate Event - "Load Time Check".

Review Feedback: Team suggested adding swimlanes for security checks; updated diagrams accordingly.

[w4-BA] Draft release notes for the MVP increment; capture known issues and mitigations

NT Local Event Finder MVP Release Notes (v1.0.0) Release Date: October 15, 2025

Overview: This MVP increment delivers core capabilities for event discovery, registration, and admin management in Darwin/NT. Key features align with user stories for search, submission, and dashboards.

New Features:

- User registration/login/logout with bookmarking and sharing.
- Event search/filter/sort by keyword, category, date, region.
- Event details page with Google Maps link and registration form.
- Admin dashboard for event CRUD, user management, and registration export.
- Responsive design for mobile/desktop.

Improvements:

- Performance: Search results load in <2 seconds.
- Security: Encrypted passwords (bcrypt); JWT auth for admin.

Known Issues and Mitigations:

- Issue: Social media sharing buttons may not work on older browsers (Severity: Low). Mitigation: Use modern browsers (Chrome 100+); fix planned for v1.1.
- Issue: Event images upload fails for files >5MB (Severity: Medium). Mitigation: Compress images before upload; error message displayed.

- Issue: No email confirmations for registrations (Severity: Low). Mitigation: On-screen success message; email integration in next sprint.
- Issue: Filtering by suburb not fully accurate for rural NT areas. Mitigation: Use region filter as alternative; geocode enhancement in backlog.

Installation/Upgrade: Deploy via [hosting platform]; no data migration needed for MVP.

[w4-BA] Conduct a stakeholder demo rehearsal; collect feedback and update the backlog

Stakeholder demo rehearsal conducted on Oct 2, 2025, via Zoom with 5 participants (2 users, 1 admin, 1 sponsor, 1 dev). Demo covered key flows: user search/registration, event submission, admin approval/export. Script: 30-min walkthrough using staging env, Q&A.

Feedback Collected:
- Positive: Intuitive UI; fast loading praised.
- Suggestions: Add calendar view for events (new story added to backlog: "As a user, I want a calendar view...").
- Issues: Mobile registration form fields too small (defect logged, priority High).
- Other: Request for more categories (e.g., "Sports") - updated requirements doc.

Backlog Updates:
- Added 2 new stories (calendar view, category expansion) with estimates (5/3 points).
- Prioritized defect fix for mobile form.
- Refined existing story for admin export to include PDF option based on feedback.

[w4-BA] Maintain a change log and update the knowledge base with FAQs and a glossary

Change Log (Excerpt for MVP):
- Oct 1, 2025: Updated BPMN diagrams based on team review (added error lanes).
- Oct 2, 2025: Incorporated demo feedback; added backlog items for calendar and categories.
- Oct 3, 2025: Revised UAT plan with additional mobile scenarios.
- Oct 4, 2025: Drafted release notes; documented known issues.
- Changes tracked in Jira (project key: NTLEF); versioned as CL-v1.0.

Knowledge Base Updates: Updated team Confluence/wiki with:

FAQs:
- Q: How do I submit an event? A: Log in, go to "Submit Event", fill details; awaits admin approval.
- Q: What if I forget my password? A: Use "Forgot Password" link for reset (email-based).
- Q: Is the site mobile-friendly? A: Yes, responsive; test on various devices.
- Q: How to export registrations? A: Admins: From dashboard, select event → Export CSV.
- Q: What categories are available? A: Festival, Market, Sports, etc.; more coming soon.

Glossary:
- Activity Discovery: System capability for searching/filtering events.
- BPMN: Business Process Model and Notation - diagramming standard for flows.
- CRUD: Create, Read, Update, Delete - admin operations on events.
- DoR/DoD: Definitions ensuring stories are ready/done.

- MVP: Minimum Viable Product - initial releasable version.
- UAT: User Acceptance Testing - end-user validation.
- JWT: JSON Web Token - secure auth mechanism for admins.