### **Details of UAT Process**

### Step 1) **Analysis of Business Requirements**

One of the most important activities in the UAT is to identify and develop test scenarios. These test scenarios are derived from the following documents:

* Project Charter
* Business Use Cases
* Process Flow Diagrams
* Business Requirements Document (BRD)
* System Requirements Specification (SRS)

### Step 2) **Creation of UAT Plan:**

The UAT test plan outlines the strategy that will be used to verify and ensure an application meets its business requirements. It documents entry and **exit criteria for UAT, Test scenarios and test cases approach and timelines of testing.**

### Step 3) **Identify Test Scenarios and Test Cases:**

Identify the test scenarios with respect to high-level business process and create test cases with clear test steps. Test Cases should sufficiently cover most of the UAT scenarios. Business Use cases are input for creating the test cases.

### Step 4) **Preparation of Test Data:**

It is best advised to use live data for UAT. Data should be scrambled for privacy and security reasons. Tester should be familiar with the database flow.

### Step 5) **Run and record the results:**

Execute test cases and report bugs if any. Re-test bugs once fixed. Test Management tools can be used for execution.

### Step 6) **Reporting & Sign-off**

Business Analysts or UAT Testers needs to send a sign off mail after the UAT testing. After sign-off, the product is good to go for production. Deliverables for UAT testing are Test Plan, UAT Scenarios and Test Cases, Test Results and Defect Log