# General Information

|  |  |
| --- | --- |
| **Project Name/Project #:** |  |
| **Business Process Owner/Sponsor:** |  |
| **Author:** |  |
| **Project End Date:** |  |

# Revision / Change History

|  |  |  |
| --- | --- | --- |
| **Revision Level** | **Revision Date** | **Description of Changes** |
| 01 | 5/23/11 | 1. Template version |
| 01 |  | 1. Initial project version |

*The purpose of the User Acceptance Testing (UAT) is not about seeing if the system works according to specification. Instead it is about finding out if the system will deliver a capability your organization needs to meet its business objectives. It is formal testing with respect to user needs, requirements, and business processes conducted to determine whether or not a system satisfies the acceptance criteria and to enable the user, customers or other authorized entity to determine whether or not to accept the system. The focus should be on the capabilities required to meet the business requirements and not additional features that a system may also provide. This also means that the acceptance criteria must be defined prior to acceptance testing and not during.*

*The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the particular project.*

* Blue italicized text enclosed in square brackets (i.e., [text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.
* Blue text enclosed in angle brackets (i.e., <text>) indicates a field that should be replaced with information specific to the particular project.
* Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate.

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# Introduction

## Background

*[Define the project, or release being tested. How does this plan fit in with other test plans in the project such as the Testing Strategy, Requirements Document, and Use Cases. If this specific test is to be performed along with other tests, indicate the sequence of testing.]*

## Objectives of User Acceptance Test

*[The objectives of User Acceptance Testing should be agreed in advance. It is helpful to know what the definition of UAT is and the purpose of UAT.]*

# Test Items



## Items To Be Tested

*[Specify in outline the items, which will be systems and subsystems that are to be tested along with their versions numbers. ]*

The following parts of the system will be tested:

| **Items to be Tested** | **Version Number** |
| --- | --- |
|  |  |
|  |  |

## Items Not To Be Tested

*[Define what systems and subsystems will not be tested.]*

The following part of the system will not be tested:

| **Items Not to be Tested** |
| --- |
|  |
|  |

# Features To Be Tested

*[In UAT the principle focus is on what the system can do for the organization, e.g.*

* *Identify the business operations, scenarios, and functionality that are to be tested.*
* *Specify the Test Design documents that will record the details of these.]*

| **Item Being Tested** | **Business Scenarios Being Tested** |
| --- | --- |
|  |  |
|  |  |
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|  |  |

# Features Not To Be Tested

*[This section identifies which features of the systems will not be tested. This is necessary so as to avoid later confusion when stakeholders thought something would be tested, but was not.]*

| **Item Being Tested** | **Business Scenarios NOT Being Tested** |
| --- | --- |
|  |  |
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# Test Scenario

[Description of scenario and purpose. Each test scenarios and their associated test cases should be of sufficient detail to prove the viability of the system and validate all normal processing with major exception testing. Repeat this section until all scenarios are covered.]



## Pre-Condition(s):

[What must be in place in order to successfully execute this scenario? This can be data, system, system state, etc.]

## Test Cases #

*[At a minimum, test cases must be defined with the expected results for all tests completed during UAT. In some cases, separate test scripts may be required to cover the full complexity of a given test. Each test case should be uniquely numbered or identified.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Test Step** | **Test Steps & Data** | **Expected Results** | **Actual Results** | **Tested By** | **Date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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# Evaluation Team

*[Enter the roles of who should be on the team, specifying actual names when known. The team should consist of practitioners and end users of the processes being tested whenever possible.]*

# Exit Criteria

*[Specify the criteria to consider UAT complete. Indicate which exceptions to test criteria are acceptable as long as issues are documented and a plan is in place to correct them.]*

# Environmental Needs

*[Define all the physical items required to allow UAT to take place. The below is a guide only and can be added to or deleted as required. Include a reference to the Test Strategy to determine the hardware, software, environments and tools necessary.]*



## Office Requirements

*[Specify what is required in terms of space needed including offices, computer rooms, breakout rooms for meetings, storage space for results.]*

## Security

*[Specify the different roles necessary to conduct the testing and the level of security required to achieve the tests. A UAT tester is likely to assume many business roles when testing a business scenario. They need to be able to log in and out of these roles and have the proper authorities. Specify each role and the permissions they have, as well as the requirements for User Ids and Passwords.]*

## Documentation

*[Specify what support documentation is required to allow running of the tests, apart from the development documentation such as requirements, e.g. business user manuals etc.]*

# Training Needs

*[Define any specific training that may be required prior to conducting UAT. Include the timing and delivery of that training]*

# Assumptions, Constraints, and Risks

## Assumptions

*[Assumptions are about accepting something without proof. Assumptions that are not written down become forgotten, or facts and either way cannot then be easily challenged. Therefore record any assumptions being made about the testing.]*

## Constraints

*[Constraints are any condition which will restrict the implementation of the plan. This section is for any other constraints that have not already been accounted for.]*

## External Dependencies

*[External Dependencies are people or organizations outside the control of the project that need to supply something to it. These need to be noted, as failure to deliver will adversely affect the project.]*

## Risks

*[Risks are an event that if it occurred would adversely affect the project. Specify the risks that are directly associated with this specific test case. The risks for a test plan are most likely to affect the scope, time, resource, or quality of the testing. Check each of the sections in the plan and ask what could go wrong. ]*

| **Risk No.** | **Risk Events** | **Likeli-hood** | **Impact** | **Contingency Plans** |
| --- | --- | --- | --- | --- |
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# Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed By** | **Comments** | **Test Spec Review Date** | **Test Results**  **Review Date** |
| <developer> |  |  |  |
| <business analyst> |  |  |  |
| <technical analyst> |  |  |  |
| <quality assurance> |  |  |  |
| <process SME> |  |  |  |