



UAT

Protocol

PROCESSNAME

Version 1.0

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Purpose of Document

The purpose of this document is to provide a comprehensive overview of the test case scenarios developed for the **[Process Name]** within the Robotic Process Automation (RPA) lifecycle. It ensures that all critical aspects of the process, including positive, negative, and exception scenarios, are rigorously assessed before moving to production. The document serves as a structured guide for validating the process, confirming that it meets the business requirements, and handles potential exceptions effectively. Furthermore, it acts as an essential reference for sign-off, ensuring that both the RPA team and the business stakeholders approve the process based on the successful execution of the test cases.

Basic Information

Process Name	
Process Owner(s)	
SME(s)	
RPA Developer(s)	
Reviewer(s)	
Review Date	

Test Scenarios

The test scenarios for **[Process Name]** were designed to comprehensively cover all process happy path and exception cases identified during the creation of the Process Design Document (PDD). Before the process can be released to the production environment, this quality check—conducted as part of User Acceptance Testing (UAT)—must successfully pass all predefined test cases and receive approval from the business team. In the event of a Business Exception (BE), the robot must follow the appropriate handling procedures, as outlined, and agreed upon at the PDD stage.

Case Naming Convention

The naming of cases must follow universal naming convention:

- Type of Case: **PO/NE/BE/SE**
- Process ID: **12**
- Short and meaningful name of what it checks: **NoInputData**

Example: **PO_12_NoInputData**

Happy Path Cases

A happy path case assesses the process under ideal conditions, with all inputs being valid and correct. It verifies that the RPA workflow functions as expected and completes without any issues or interruptions.

Test Case ID	Description	Expected Result	Actual Result and comments	Pass/Fail Status

Application Exception Cases

An exception scenario reflects how the process handles unexpected errors resulting from system failures or application behaviour. The goal is to ensure the RPA system gracefully handles failures and provides clear error messages or alerts when something goes wrong.

Test Case ID	Description	Expected Result	Actual Result and comments	Pass/Fail Status

Business Exception Handling

A business exception case assesses how the process manages specific, anticipated business-related errors, such as out-of-scope requests or missing critical information from the input. In these scenarios, the robot is expected to execute predefined recovery actions or escalate the issue as per the guidelines in the PDD.

Test Case ID	Description	Expected Result	Actual Result and comments	Pass/Fail Status

Sign-Off

I hereby confirm that the bot has successfully passed all required tests and is now ready for deployment into the production system.

Role	Full Name	Email	Approval	Date
Process Owner				dd-MM-yyyy
SME/Tester				