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1 UAT PLAN - APLIKASI KOPERASI KARYAWAN SKF

1.1 Document Information

Item	Detail
Project Name	Aplikasi Koperasi Karyawan SKF
Version	2.0.0
UAT Start Date	[To be decided]
UAT End Date	[To be decided]
Go-Live Target	[To be decided]
Document Owner	QA Team
Last Updated	17 January 2026

1.2 UAT Objectives

1.2.1 Primary Goals:

1. **Functional Validation** - Verify all 60+ features work as expected
2. **Business Process Validation** - Ensure workflows match real koperasi operations
3. **User Experience Validation** - Confirm UI/UX is intuitive and user-friendly
4. **Performance Validation** - Test system under realistic load
5. **Data Integrity Validation** - Ensure calculations and data are accurate
6. **Integration Validation** - Verify external integrations (Midtrans, WhatsApp, Email)

1.2.2 Success Criteria:

- 95%+ test scenarios passed
 - All **Critical** and **High** severity bugs resolved
 - Sign-off from all stakeholders
 - User training completed
 - Production readiness confirmed
-

1.3 UAT Timeline

1.3.1 Phase 1: Preparation (Week 1)

Day	Activity	Deliverable
Day 1-2	Setup UAT environment (uat.kopkarskf.com)	UAT server live
Day 2-3	Prepare test data (members, products, transactions)	Test database ready
Day 3-4	UAT Team briefing & training	Team ready to test
Day 5	Distribute test scenarios to team	Each tester has assignments

1.3.2 Phase 2: Execution (Week 2-3)

Week	Focus Area	Tester Role
Week 2	Core Features (Dashboard, Finance, Membership)	All roles
Week 3	Advanced Features (Mart, Accounting, Documents)	Admin, Pengurus, Manager

Daily Schedule: - **Morning (09:00-12:00):** Structured testing per scenarios - **Afternoon (13:00-16:00):** Exploratory testing - **End of Day (16:00-17:00):** Bug reporting & daily standup

1.3.3 Phase 3: Bug Fixing & Re-testing (Week 4)

Day	Activity	Owner
Day 1-2	Developer fix Critical/High bugs	Dev Team
Day 3-4	Re-test fixed bugs	QA + UAT Team
Day 5	Final regression testing	All

1.3.4 Phase 4: Sign-off & Go-Live (Week 5)

Day	Activity	Deliverable
Day 1	UAT Summary Report	Report document
Day 2	Stakeholder review & approval	Sign-off document
Day 3	Production deployment preparation	Deployment plan
Day 4	Production deployment	Live application
Day 5	Post-deployment monitoring	Stability report

1.4 UAT Team Structure

1.4.1 Stakeholders:

Role	Name	Responsibility	Authority
Sponsor	[Ketua Koperasi]	Final approval	Go/No-Go decision
Business Owner	[Pengurus Koperasi]	Requirements validation	Feature acceptance
QA Lead	[TBD]	UAT coordination	Bug severity assignment
Development Lead	[TBD]	Bug fixing prioritization	Technical decisions
Project Manager	[TBD]	Timeline & resource management	Escalation handling

1.4.2 UAT Testing Team:

Tester ID	Name	Role in Koperasi	Testing Focus	Account
UAT-001	[TBD]	Admin	All admin functions	admin@uat
UAT-002	[TBD]	Pengurus 1	Finance approvals	pengurus1@uat
UAT-003	[TBD]	Pengurus 2	Organization management	pengurus2@uat
UAT-004	[TBD]	Manager Toko	POS & Inventory	manager@uat
UAT-005	[TBD]	Kasir	Daily mart operations	kasir@uat
UAT-006	[TBD]	Anggota 1	Member features (active user)	member1@uat
UAT-007	[TBD]	Anggota 2	Member features (occasional user)	member2@uat
UAT-008	[TBD]	Anggota 3	Pre-order & feedback features	member3@uat

Total Team: 8 testers + 5 stakeholders = **13 people**

1.5 UAT Environment Setup

1.5.1 Infrastructure:

UAT ENVIRONMENT

URL: <https://uat.kopkarskf.com>

Server: VPS (Mirror Production)

RAM: 4GB

Storage: 50GB SSD

Database: MySQL 8.0 (Separate DB)

SSL: Let's Encrypt (Valid cert)

1.5.2 Configuration:

```
# .env for UAT
APP_ENV=uat
APP_DEBUG=true # Enable error reporting for testing
APP_URL=https://uat.kopkarskf.com

DB_DATABASE=koperasi_uat

# Test Midtrans (Sandbox)
MIDTRANS_IS_PRODUCTION=false
MIDTRANS_SERVER_KEY=SB-Mid-server-xxx
MIDTRANS_CLIENT_KEY=SB-Mid-client-xxx

# Test WhatsApp (Test device)
WHATSAPP_API_TOKEN=test_token

# Email (Mailtrap or similar)
MAIL_HOST=smtp.mailtrap.io
MAIL_PORT=2525
```

1.5.3 Test Data:

Pre-populated Data: - 50 member accounts (various status: active, pending, inactive) - 100 products (multi-category, various stock levels) - 3 months transaction history - Sample loans (pending, active, completed) - Sample simpanan data - Chart of Accounts complete - Sample documents & templates

Reset Data: Every Monday 02:00 AM WIB (fresh data for weekly testing)

1.6 Test Scope

1.6.1 In Scope:

1.6.1.1 Module 1: Dashboard (1 feature)

- Dashboard real-time statistics
- Charts & visualizations
- Quick access shortcuts
- Notifications

1.6.1.2 Module 2: Keuangan (6 features)

- Simpanan (deposit, withdrawal, balance)
- Pinjaman (submission, approval, tracking)
- Simulasi Pinjaman (calculator)

- Angsuran (payment recording, reminders)
- Penarikan Simpanan (withdrawal request workflow)
- SHU (calculation, distribution, slip generation)

1.6.1.3 Module 3: Koperasi Mart (14 features)

- POS (barcode scan, payment, struk)
- Sales History (filtering, export)
- Credit Reports (tracking, aging)
- Scan Order (QR member)
- Product Management (CRUD, categories)
- Low Stock Alert
- Categories Management
- Stock Opname (physical count, adjustment)
- Supplier Management
- Purchasing (PO, GRN, invoice matching)
- Expenses (recording, approval)
- Expense Categories
- Consignment (inbound, settlement)
- Voucher Promo (creation, redemption)

1.6.1.4 Module 4: Belanja (2 features)

- Katalog Produk (browsing, search, pre-order)
- Riwayat Belanja (transaction history, credit tracking)

1.6.1.5 Module 5: Laporan & Informasi (8 features)

- All Reports (financial, operational, export)
- Pengumuman (create, broadcast, read tracking)
- AD/ART (digital library, download)
- Tata Kelola (SOP management)
- Dokumentasi Sistem (user manual, tutorials)
- UAT (bug reporting, feature request)
- Polling (create, vote, results)
- Aspirasi Anggota (submit, track, response)

1.6.1.6 Module 6: Kepengurusan (8 features)

- Dashboard Kepengurusan
- Daftar Anggota (CRUD, member card, import)
- Inventaris Aset (asset tracking, depreciation)
- Notulen Rapat (meeting minutes, archive)
- Daftar Pengurus (org structure, SK)
- Surat & Dokumen (generator, QR verification, archive)
- Jurnal Umum (manual journal entry)
- Rekonsiliasi Bank (import, matching, report)

1.6.1.7 Module 7: Administrasi (8 features)

- Master Data (COA, departments, positions)
- Import Data (bulk upload via Excel)
- Roles & Permissions (RBAC)
- Pengaturan Koperasi (branding, parameters)
- Landing Page Editor
- Backup & Restore (manual, scheduled)
- Audit Logs (activity tracking)
- Payment Gateway (Midtrans integration)

Total Features: 60+ features

1.6.2 Out of Scope:

- Code review (Developer responsibility)
 - Security penetration testing (Separate security audit)
 - Load testing > 100 concurrent users (Performance testing separate)
 - Mobile app testing (Web-only for now)
 - Browser compatibility < Chrome 90 (Modern browsers only)
-

1.7 Test Types

1.7.1 1. Functional Testing (Primary Focus)

- Test each feature works as designed
- Validate user workflows end-to-end
- Check business rules enforcement

1.7.2 2. Integration Testing

- Midtrans payment gateway
- WhatsApp API notifications
- Email SMTP
- QR code generation & verification

1.7.3 3. User Interface Testing

- Responsive design (desktop, tablet, mobile)
- Form validation
- Error messages clarity
- Navigation flow

1.7.4 4. Data Integrity Testing

- Calculation accuracy (SHU, loan interest, stock)
- Data consistency across modules
- Database constraints enforcement

1.7.5 5. Security Testing (Basic)

- Role-based access control
- CSRF protection
- Session management
- Password encryption

1.7.6 6. Performance Testing (Light)

- Page load time < 3 seconds
 - Concurrent users (10-20 users)
 - Large report generation
-

1.8 Test Execution Strategy

1.8.1 Testing Approach:

- 1. Scenario-Based Testing (70%)** - Follow pre-defined test scenarios - Cover happy path & edge cases - Document actual vs expected results
- 2. Exploratory Testing (20%)** - Free-form testing by experienced users - Find unexpected issues - UX/UI feedback
- 3. Regression Testing (10%)** - Re-test after bug fixes - Verify no new issues introduced - Focus on critical paths

1.8.2 Test Case Priority:

Priority	Description	% Coverage
P0 - Critical	Core business functions (login, transactions, approvals)	100%
P1 - High	Frequently used features (reports, member management)	95%
P2 - Medium	Moderate usage features (settings, configurations)	80%
P3 - Low	Rarely used features (advanced admin functions)	50%

1.9 Bug Management

1.9.1 Bug Severity Definitions:

Severity	Definition	Example	Fix Timeline
Critical	Application crash, data loss, security breach	Can't login, payment failed	< 24 hours
High	Major feature broken, workaround exists	Report export error, approval stuck	< 48 hours
Medium	Feature partially broken, minor impact	UI alignment, slow loading	< 1 week
Low	Cosmetic issues, enhancement requests	Button color, typo	Post-release

1.9.2 Bug Workflow:

New Bug → Triage → Assigned → In Progress →
Fixed → Ready for Re-test → Verified → Closed

1.9.3 Bug Reporting Tool:

- **Primary:** UAT module in application (Menu: “UAT” → “Bug Report”)
- **Backup:** Google Sheets template (shared link)

1.9.4 Daily Bug Review:

- **Time:** 16:30-17:00 WIB
- **Attendees:** QA Lead, Dev Lead, PM
- **Output:** Bug priority assignment & fix schedule

1.10 Entry & Exit Criteria

1.10.1 Entry Criteria (UAT dapat dimulai jika):

- All features development completed (100%)
- Unit testing passed
- Integration testing passed
- UAT environment ready & stable
- Test data prepared
- UAT team trained
- Test scenarios distributed

1.10.2 Exit Criteria (UAT dapat ditutup jika):

- 95%+ test scenarios executed
- All **Critical** bugs fixed & verified
- All **High** bugs fixed & verified
- Medium** bugs documented for post-release (if any)
- User training completed
- Sign-off from Business Owner

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- Sign-off from QA Lead
 - Production deployment plan approved
-

1.11 Deliverables

1.11.1 During UAT:

1. **Daily Status Report**
 - Test progress (% completed)
 - Bugs found vs fixed
 - Blockers (if any)
2. **Bug Reports**
 - Logged in UAT module
 - Exported weekly to Excel
3. **Test Execution Tracker**
 - Scenarios: Passed / Failed / Blocked
 - Updated daily

1.11.2 End of UAT:

1. **UAT Summary Report** (Template: UAT_SUMMARY_REPORT.md)
 - Executive summary
 - Test coverage statistics
 - Bug summary by severity
 - Recommendations
 - Go/No-Go decision
 2. **Sign-off Document**
 - Stakeholder approvals
 - Known issues (accepted risks)
 - Production readiness statement
 3. **User Training Materials**
 - Updated USER_MANUAL.md
 - Video tutorials (if applicable)
 - FAQ based on UAT findings
-

1.12 Risk Management

1.12.1 Identified Risks:

Risk	Impact	Probability	Mitigation
UAT team not available full-time	High	Medium	Flexible testing hours, async testing
Critical bug found late (Week 4)	High	Low	Daily bug review, fix high-priority immediately

Risk	Impact	Probability	Mitigation
External integration down (Midtrans sandbox)	Medium	Low	Use mock data, test in production sandbox
UAT environment unstable	High	Low	Daily backup, dedicated DevOps support
Insufficient test coverage	Medium	Medium	Prioritize P0/P1 scenarios, extend timeline if needed

1.12.2 Escalation Path:

Issue → QA Lead → Dev Lead → Project Manager → Sponsor

Escalation Trigger: - Critical bug unresolved > 24 hours - > 5 High bugs unresolved - UAT timeline at risk (> 2 days delay)

1.13 Communication Plan

1.13.1 Daily:

- **Standup:** 16:30 WIB (15 mins)
- **Channel:** WhatsApp Group “UAT Koperasi”

1.13.2 Weekly:

- **Status Meeting:** Every Friday 14:00 WIB (1 hour)
- **Attendees:** All stakeholders + UAT team
- **Agenda:** Progress review, blockers, next week plan

1.13.3 Ad-hoc:

- **Urgent Issues:** WhatsApp direct message to QA Lead
 - **Critical Bugs:** Immediate escalation call
-

1.14 Reference Documents

Document	Purpose	Location
UAT_TEST_SCENARIOS.md	Detailed test cases	Project root
UAT_BUG_TEMPLATE.md	Bug reporting format	Project root
UAT_CHECKLIST.md	Tracking checklist	Project root
FEATURES.md	Complete feature list	Project root
USER_MANUAL.md	User guide	Project root
TROUBLESHOOTING.md	Known issues & fixes	Project root

1.15 Success Metrics

Target KPIs:

Metric	Target	Actual
Test Execution Rate	95%	[TBD]
Pass Rate	90%	[TBD]
Critical Bugs	0	[TBD]
High Bugs	< 3	[TBD]
User Satisfaction	> 8/10	[TBD]
On-Time Completion	Yes	[TBD]

1.16 Sign-off

1.16.1 UAT Plan Approval:

Role	Name	Signature	Date
Business Owner	_____	_____	_____
QA Lead	_____	_____	_____
Development Lead	_____	_____	_____
Project Manager	_____	_____	_____

Document Version: 1.0

Next Review: After UAT completion

Contact: qa@kopkarskf.com