The University of East Anglia

UEA_Standard_Blue

User Acceptance Plan

[Insert Title]

**Document Control Information**

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| REVISION | DATE | REVISION DESCRIPTION |
| v0.1 |  | First draft |



**User Acceptance test**

**Definition**

The purpose of User Acceptance Testing (UAT) is to ensure that the solution by the project meets the functional and non-functional requirements specified in the business requirements. UAT may also identify issues that have not been specified in the BRD such as those relating to usability. UAT is the final step before rolling out the solution. UAT is typically carried out by end users in an environment that closely models the real world. A well-managed UAT process will give the Project Sponsor, project team and end users confidence that the solution being delivered meets the requirements.

This document outlines the plan for UAT of the project deliverables. This document is a high level guide and will initially be developed during requirements gathering as part of the Business Analysis stage. Detailed test scripts/cases will be developed as part of the UAT Plan and will be used to record the results of user testing. Testing itself and the formal recording of UAT results takes place during the Acceptance stage.

**Roles and Responsibilities**

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| **Role** | **Responsibilities** | **Name** |
| Project Manager | * Communication with the Business Assurance Coordinator to agree format and scope of UAT * Ensure acceptance criteria are agreed prior to commencing UAT | ***[Insert Name]*** |
| User: IT Support | * Assist Business Assurance Coordinator with the creation of a detailed test plan * Review scripts/cases and scenarios for accuracy, completeness and sequencing * Confirm test data is correct | ***[Insert Name]*** |
| User: DutyOps | Validation of UAT environment | ***[Insert Name]*** |
| User: IT Helpdesk | * Ensure that a detailed test scripts/cases, scenarios and instructions are available for test users prior to the start of testing * Ensure that issues identified during UAT are logged in the Test Log * Ensure testing takes place within agreed timeframes | ***[Insert Name]*** |
| Administrator: NetTeam | * Execute test scripts/cases * Document test results | ***[Insert Name]*** |

**Test Requirements**

* UAT will take place beginning on [insert date] and end on ***[insert date]***
* UAT will take place in ***[insert location].*** (Some testers may choose to perform some testing from their regular work location where this is possible and is agreed in advance with the Project Manager and Project Sponsor
* Participants will receive training, guidance and instructions prior to the start of UAT
* A fully configured TEST environment including all of the functionality and adequate TEST data will be provided for UAT
* Test scripts/cases and scenarios will be prepared prior to the start of UAT
* Technical and business support will be provided for test participant during UAT
* UAT participants will conduct the tests and record results in the Test Log/JIRA or other format specified
* Issues recorded in the UAT Test Scenario Log (within this document) will tracked by the Project Manager and Project Sponsor

**Test Schedule**

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| **Activity** | **Responsibility** | **Target Date** | **Date Completed** |
| Confirm testers for UAT | Project Manager |  |  |
| Confirm test scenarios, test data and scripts/cases | ***<Team Names>*** |  |  |
| Ensure UAT environment is configured for testing i.e. new functionality and test data is migrated to the TEST environment prior to the start of UAT | ***<Team Names>*** |  |  |
| Oversee testing by UAT participants | Project Manager |  |  |

All upgraded functionality and test data will be migrated to the test environment prior to the start of user acceptance testing.

**Assumptions**

* The UAT environment will be available and fully configured ahead of the UAT.
* The business team has reviewed and accepted functionality identified in the Business Requirements Document (BRD) and System Design Document (SDS).
* Code walkthroughs/reviews have been completed by the Development Team and signed off as part of the Peer Project Build Review (PPBR)
* Integration testing, including where relevant load and performance testing, has been completed and signed off as part of the Peer Project Integration Review.
* Testers will test the functionality documented in the approved BRD (taking into account any changes in business requirement subsequently agreed by the Project Team)
* Resources identified in this plan are available to conduct the UAT and address issues as they are raised by the test team.
* ***Any additional assumptions here:***

**User Acceptance Tests**

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| **Test Scenario / Acceptance Criteria** | **Tested by** | **Date of Test** | **Results**  **(Pass/Fail)** | **Notes** | **Priority** |
| ***<team>* Functions** | | | | | |
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## Document Sign Off

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| **Project Manager** |  | *Date Signed Off* |
| **Project Sponsor** |  | *Date Signed Off* |
| **Technical Lead** |  | *Date Signed Off* |