

# Checklist for User Acceptance Testing

1. Identify UAT business stakeholder

2. Business stakeholder IDs UAT testers

3. BA creates training materials to help the business users when testing the system. These will be updating during testing

4. QA writes test scripts

5. BA reviews test scripts with QA to ensure they are correct and written appropriately

6. BA completes master data to test

7. BA assigns test scripts to business testers

8. BA reviews test scripts with business testers to ensure users are capable of executing test scripts

9. BA works with IT to ensure the system on which UAT will be conducted is clean and has no existing data or tests from QA

10. BA creates Roles & Responsibilities Matrix, including all business testers. This will show what the business tester will be capable of testing and his permissions within the system

11. BA creates testing schedule and allocates days/times when business testers will be needed to test

12. BA reviews the testing schedule with the business stakeholder and it is approved

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13. BA creates manual for how to use the defect management system and explains what is a defect (this will reduce the “System doesn’t work” type of defect)

14. BA ensures business users have access to defect management system

15. BA works with each business tester to ensure the defect management system is on their computer and they can login

16. BA reserves UAT room and completes room logistics (network access, projector access, etc)

17. BA communicates with business testers where the UAT room is located

18. Buy snacks for the business testers

19. Plan End of UAT party

20. Plan Go/No-Go Meeting, which determines whether UAT passed and if the application will proceed to release, alpha testing, etc