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| **1. UAT Scope (In Scope – Out of Scope)** | |
| **UAT - In Scope** | **UAT - Out of Scope** |
| In Scope *List features that are tested.*   * Employee Modul * Training Schedule * Appraisal System * Payroll * Time & Attendance * Leave Request * Discipilnary Action | Out of Scope *List features that are not tested.*   * Recruitment Online * Training Online * SPKL |

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| **2. UAT Assumptions and Constraints** |
| **UAT Assumptions** |
| Assumption *List the UAT assumptions.*  Test Documentation : All UAT test case is documentated within google drive  Error Reporting : errors, failurs about workflow testing are reporting in google spreadsheet and sharing to programmer |

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| **UAT Constraints** |
| Constraint *List the UAT constraints.*  Time frames : Test result must be provided on 31 April 2021  Provided Hardware : Laptop  Test Operating System : Windows  Browser Test : Google Chrome |

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| **3. UAT Risks** | | | |
| **Description** | **Probability**  **High|Med|Low** | **Impact**  **High|Med|Low** | **Mitigation** |
| 1. *Ketidakseimbangan aplikasi antara server dummy dan server produksi* | *Medium* | *Aplikasi berjalan tidak sesuai flow sistem dimana pada server dummy minor bug tetapi di server produksi banyak bug* | *Setting environment server harus disamakan antara kedua server dan koding harus disamakan* |

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| **4. UAT Team Roles & Responsibilities** | | |
| **Name** | **Roles** | **Responsibilities** |
| Avinda Anjarwati | Tester | Testing and Manage UAT Test |
| Faizal Abidin | Manager | Monitoring UAT and Testing |
| Heidi Patricia | End User | End User Talent Development |
| Valentina Tandy | End User | End User Talent Development |
| Yanti Apriliastuti | End User | End User HR/GA |
| Dystie Aggraeni | End User | End User HR/GA |

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| 5. UAT Entry Criteria | |
| **ID** | **Criteria** |
| 5.1 | Test Plan Available |
| 5.2 | Tester ready to start test |
| 5.3 | Hardware and software are ready to launch |
| 5.4 | All bug are fixed |

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| **6. Document Signatures** | |
| Prepared by:  Avnda Anjarwati  IT Database Administrator | Reviewed & Approved by:  Heidi Patricia  Manager Talent Development |
|  | Dystie Inggarsari  Manager HR GA |
| Date: | |