



PRELIMINARY ITEMS

- Have user stakeholders been identified?
- Do user stakeholders understand their role in UAT?
- Have user stakeholder expectations in UAT been clearly defined and communicated?
- Have acceptance criteria been defined?
- Are the acceptance criteria testable?
- Have the acceptance criteria been reviewed by:
 - a. users
 - b. developers
 - c. testers
 - d. management
 - e. legal team
 - f. procurement team
- If contracting is involved for the software to be tested, are the acceptance criteria included in the contract?
- Have business processes to be validated in UAT been documented?
- Have the documented processes been reviewed by?
 - a. users
 - b. developers
 - c. testers
 - d. management
- Is each process documented completely?
- Is each process described correctly?
- Have the processes been decomposed into sub-processes where necessary?
- Have the paths through the sub-processes been identified?
- Have the test paths (scenarios) been prioritized?



HIGH-LEVEL TEST PLANNING

- Have you defined the scope of UAT testing?
- Has a UAT test strategy been defined?
- Has the UAT test strategy been reviewed and approved?
- Have the UAT risks been identified and assessed?
- Has a UAT test plan been created?
- Has the UAT test environment been defined?
- Has the UAT test plan been reviewed and approved?
- Have all UAT test scenarios been identified?
- Have UAT test tools been selected?
- Have the test scenarios been prioritized?



DETAILED TEST PLANNING

- Have the test scenarios been translated into test scripts?
- Have the test scripts been tested for accuracy and completeness?
- Have UAT test cases and test conditions been defined?
- Have UAT test data sources been identified?



UAT TEST IMPLEMENTATION

- Has the UAT test environment been implemented and validated?
- Have UAT test tools been acquired and implemented?
 - a. Incident tracking
 - b. Test management
 - c. Test data generation
- Have the test cases and test scenarios been entered into a test management tool?
- Have the test scenarios been translated into test scripts?
- Have the test scripts been tested for accuracy and completeness?



UAT TEST EXECUTION

- Has the test environment been tested for readiness?
 - a. Security access for testers in place
 - b. Test tools in place and working correctly
 - c. Test data loaded
- Has the UAT Test team been trained?
 - a. In how the system works
 - b. In how to perform the UAT process, including test scenarios
 - c. In how to report incidents
- Are testers performing the test scenarios as defined?
- Is regression testing being performed at regular intervals?



UAT TEST ANALYSIS AND REPORTING

- Have actual test results been captured where required?
- Has a test status reporting period been established?
- Are testers reporting incidents completely and correctly?
- Are tests being measured?
 - a. Pass/Fail
 - b. Coverage of test scenarios and business processes
 - c. Defect severity
 - d. Defect classification
- Is there a person in charge of administering the test results, such as a defect administrator?
- Is there a process in place to control changes to the test environment as the result of test analysis?
- Has a level of confidence been determined based on UAT results?
- Has an acceptance decision been made based on the UAT test results?
- Were the following people part of the acceptance decision?
 - a. users
 - b. developers
 - c. testers
 - d. management
 - e. legal team
 - f. procurement team

