

UAT Checklist

Preliminary Items

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

High-Level Test Planning

1. Have you defined the scope of UAT testing?
2. Has a UAT test strategy been defined?
3. Has the UAT test strategy been reviewed and approved?
4. Have the UAT risks been identified and assessed?

5. Has a UAT test plan been created?
6. Has the UAT test environment been defined?
7. Has the UAT test plan been reviewed and approved?
8. Have all UAT test scenarios been identified?
9. Have UAT test tools been selected?
10. Have the test scenarios been prioritized?

Detailed Test Planning

1. Have the test scenarios been translated into test scripts?
2. Have the test scripts been tested for accuracy and completeness?
3. Have UAT test cases and test conditions been defined?
4. Have UAT test data sources been identified?

UAT Test Implementation

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

UAT Test Execution

1. 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
2. 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
3. Are testers performing the test scenarios as defined?
4. Is regression testing being performed at regular intervals?

UAT Test Analysis and Reporting

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