

Appendix C



User Acceptance Test Plan & Test Cases

Project: <Project Number> - <Project Name>

Project Manager: <PM Name>

Date: <Date>

Version: <Revision>

Revision History

Version #	Date	Author / Editor	Version / Revision Comments
1.0	<Date>	<Author>	Initial Document

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1. Introduction

1.1. Purpose

The User Acceptance test plan describes how the users will evaluate the product for conformance to requirements and acceptance. User Acceptance testing is validation by the end business user(s) that the delivered application meets their true business needs.

1.2. Project Summary and Background

2. Requirements for Test

2.1. In Scope Requirements for Testing

Functional Requirement (from Requirements Document)	Test Case

2.2. Out of Scope Requirements for Testing

Req. ID	Description

3. Test Schedule, Activities and Resources

3.1. Schedule / Milestones

Activity/Deliverable/Milestones	Start Date	End Date	Assigned To

3.2. Roles and Responsibilities

Roles	Responsibility	Resource
UAT Coordinator	Responsible for communicating roles to the UAT team, communicating with users, creating UAT test plan, identify scenarios for testing effort, determining data requirements, shakeout of UAT environment, coordinating test execution and obtaining user signoff.	
Business Users	Validating the system works as expected.	
Project Manager	Responsible for UAT estimate, obtaining resources, timelines and UAT issue resolution.	
Developer	Responsible for migrating the code to the environment. Resolving issues as assigned.	

Roles	Responsibility	Resource
Operations	Setup, installation and support of UAT environment infrastructure.	

3.3. Staffing and Training Needs

4. Assumptions, Issues and Risks

4.1. Assumptions

4.2. Issues

4.3. Risks

5. User Acceptance Test Approvals

I have reviewed and agree with this test plan.

Business Owner Name	Signature	Date
Application Project Lead Name	Signature	Date
System Test Lead Name	Signature	Date
IT Quality Assurance Lead Name	Signature	Date

6. User Acceptance Testing Signoff

I have validated that this application meets the specifications as identified for project:

Business Sponsor	Signature	Date
Business Owner	Signature	Date
Business User	Signature	Date
Business User	Signature	Date