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# User Acceptance Testing (UAT) Plan Template

## What is User Acceptance Testing (UAT) Plan Template?

A User Acceptance Testing (UAT) Plan Template is a structured document that outlines the approach and criteria for validating whether an enterprise software solution meets the specified business requirements and is ready for deployment. From the perspective of an Enterprise Solution Architect or Architecture Project Manager, the UAT Plan Template should align with established frameworks like TOGAF, ensuring that user involvement is integral throughout the development lifecycle. It typically includes sections for defining test objectives, identifying user roles and responsibilities, outlining test scenarios and conditions for acceptance, and establishing timelines and resource allocation. By adhering to such best practices, organizations can ensure stakeholder engagement, reduce risks of post-deployment issues, and enhance the overall quality and usability of the solution.

## template

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### AI Prompt: User Acceptance Testing (UAT) Plan Template

Imagine a project manager seeking a [comprehensive User Acceptance Testing (UAT) Plan Template] to ensure their software meets user expectations before deployment. The request could specify that the template should include [key sections like objectives, scope, user roles, acceptance criteria, test scenarios, and reporting procedures]. For examples, the manager might compare existing templates highlighting what's effective or lacking in each. Suggestions for adjustments may involve customizing sections to address [user-specific requirements or industry regulations], adapting the tone for a less technical audience, or incorporating standardized formats for easier integration with project management tools. The type of output desired is a [dynamic, easy-to-follow UAT Plan Template] that can be quickly tailored to various projects while retaining essential components. For extras, consider including [best practices for conducting UAT, common pitfalls to avoid, and tips for engaging stakeholders throughout the process].

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# User Acceptance Testing (UAT) Plan Template

## 1. Introduction

### 1.1 Purpose

Describe the purpose of the UAT plan and its objectives.

### 1.2 Scope

Define the scope of the UAT, including systems and functionalities to be tested.

### 1.3 Audience

Identify the key stakeholders and audience for the UAT.

## 2. UAT Objectives

- Validate the system meets business requirements.
- Ensure the system is user-friendly and meets usability standards.
- Identify any defects or issues before production deployment.

- Confirm that the system functions correctly in the production-like environment.

### 3. UAT Team

#### 3.1 Roles and Responsibilities

- **UAT Coordinator:** Overview and management of UAT process.
- **UAT Testers:** End users or business members performing UAT.
- **Project Manager:** Overseeing the project and ensuring timelines are met.
- **Developers:** Providing support and fixes as issues arise.

#### 3.2 UAT Participants

List of participants involved in UAT.

### 4. Test Environment

- Describe the UAT environment setup (hardware, software, network).
- Specify the data that will be used during testing.
- Ensure availability and access details.

### 5. Test Plan

#### 5.1 Test Scenarios

Outline the main test scenarios based on business requirements.

#### 5.2 Test Cases

##### Test Case Format

- **Test Case ID:** Unique identifier for the test case.
- **Test Description:** Brief description of the functionality being tested.
- **Preconditions:** Any setup needed before executing the test.
- **Test Steps:** Detailed steps to execute the test case.
- **Expected Results:** What the expected outcome should be.
- **Actual Results:** Space to document the actual outcome during testing.

#### 5.3 Test Data

Identify the data to be used during testing, including configurations and settings.

### 6. UAT Schedule

|                            |                 |            |            |
|----------------------------|-----------------|------------|------------|
| UAT Planning               | UAT Coordinator | YYYY-MM-DD | YYYY-MM-DD |
| Test Case Development      | UAT Testers     | YYYY-MM-DD | YYYY-MM-DD |
| Test Execution             | UAT Testers     | YYYY-MM-DD | YYYY-MM-DD |
| Issue Logging and Tracking | UAT Coordinator | YYYY-MM-DD | YYYY-MM-DD |
| UAT Review                 | UAT Team        | YYYY-MM-DD | YYYY-MM-DD |
| Sign-off                   | Stakeholders    | YYYY-MM-DD | YYYY-MM-DD |

## 7. Issue Management

### 7.1 Logging Issues

Define how issues will be logged, tracked, and managed.

### 7.2 Issue Resolution

Outline the procedure for resolving any identified issues during UAT.

## 8. UAT Completion Criteria

List the criteria that need to be met for UAT to be considered complete (e.g., all critical test cases passed, all high priority defects resolved).

## 9. Sign Off

Define who has the authority to sign off on the completion of UAT and the criteria for issuing a sign-off.

## 10. Appendix

### 10.1 Glossary

Provide definitions for terms used in the UAT Plan.

### 10.2 References

List any documents or materials that are referenced within the UAT plan.



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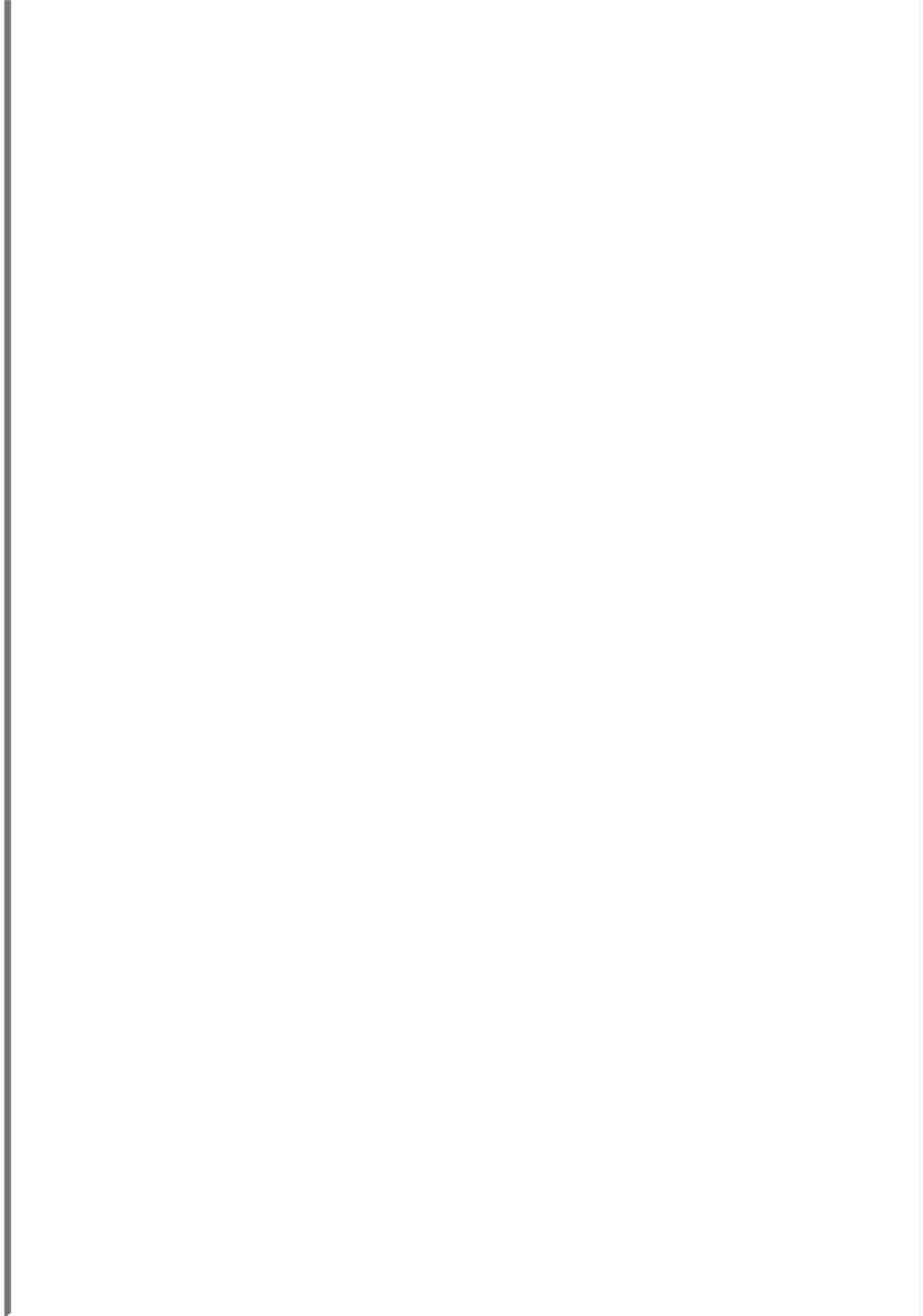
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