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|              | **Acceptance Test Plan Report** Print date:  29/06/2022 |
| **Acceptance Test Plan****UAT Test project**  |
| **2022****Author/Directorate**  |
| **Document Reference:**  |

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| **Cover Sheet** |
| **Prepared By** |

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| **Name**  |  |
| **Signature**  |  |
| **Email**  |  | **Phone:**  |  |

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| **Manager / Project Manager** |
| Staff managing projects must have training and /or skills that match he demands of the project level. All projects as a minimum should be managed by a project manager who has achieved competencies at the Certificate IV in Project Management level or holds equivalent knowledge and experience.   |

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| **Name**  |  |
| **Signature**  |  |
| **Email**  |  | **Phone:**  |  |

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| **Endorsed by Project Sponsor (Deputy Secretary or Deputy Commissioner)** |

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| **Name**  |  |
| **Signature**  |  |
| **Email**  |  | **Phone:**  |  |

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| **Endorsed by Senior Supplier / Asset Custodian** |

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| **Name**  |  |
| **Signature**  |  |
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| **Endorsed by Asset Owner**  |

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| **Name**  |  |
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| **Email**  |  | **Phone:**  |  |

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| **Stakeholder Endorsement**  |

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| **Name:**  | **Signature:**  | **Department:**  | **Date**  |
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| **PCG Endorsement** |

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| **PCG** | **Date** | **Minutes Doc Reference** |
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| **Version Control**  |

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| **Version #**  | **Doc Reference**  | **Author**  | **Comments**  | **Date**  |
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| **1. Introduction** Provide a brief background on the project. Type text here. **2. Document Purpose** The purpose of this document is to:

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| * provide the overall framework for all the type of TEMPLATE Project Portfolio Management (PPM) System (DO NOT DELETE) testing activities, so that it is clear what will be tested in each stage of testing, who will perform the testing activities, how the testing activities will be performed and the sequence of the test activities.
* define the scope of the testing.
* define the approach to each stage of testing.
* define Entry and Edit conditions for the business and system requirements to complete each testing cycle.
* specify the project’s staff’s responsibilities for testing activities for each stage of testing; and
* highlight the relevant risks that may affect the delivery and /or quality of the delivery of the component under test within this test activity from a project or testing perspective.
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**3. Related Documents** List the titles and Doc Central numbers of any related documents, e.g., Requirements and Project Plan

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| **Document** | **Relationship** | **Doc Central** |
| **CAMMS Docs** |  | https://mfbdocs.mfb.vic.gov.au/sites/Corp/Project/Capital%20Planning/Forms/MFB%20View.aspx |

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**4. Roles and Responsibilities** In this section, describe who will be responsible for what aspects of the testing process.  The following lists the staffing requirements

| **Role** | **Responsibilities** |
| --- | --- |
| **Business Analyst** | The role assists by determining the technical and non-technical requirements of products delivered by the project or program. |
| **Planning Investment Committee Representative** | Joe is PIC rep |
| **Planning Investment Committee Representative** | This role will work as the liaison between the Planning and Investment Committee and all projects. |
| **PMO Representative** | test1 |
| **PMO Representative** | test2 |
| **Project Manager** | The role manages day-today project activities on behalf of the Sponsor and can make decisions with agreed tolerance. |
| **Project Sponsor** | The sponsor is ultimately accountable and responsible for the delivery of the project outcomes |
| **Senior Supplier** | The role represents the interests of those designing, developing, facilitating, procuring and implementing the projects products. |

**5. General stages of testing** The description of the stages of testing that will make up the testing life cycle for the type project name is reproduced on the next page from the Stages of Testing document.  Any differences should be amended in the text. **Functional Testing** Functional testing validates and verify whether the system delivers the stated requirements.  Functional testing is undertaken using the functional specifications or design specifications like use case.

| **Testing Types/Artefacts**  | **Description**  |
| --- | --- |
| Regression  | A testing activity that determines whether existing functionality work as expected Regression testing is design to uncover new issues in existing functional and non-functional area of a system after enhancement, patches, or configuration changes.  |
| Progression  | A testing activity that determines whether the new features work as expected  |
| User Acceptance Test  | A testing activity that validates and verifies whether the system works as expected.  |
| Requirements based test  | A test activity designed to ensure that business requirements are net by the system under test.  |
| Business Process based test  | A test activity that focuses on the day-to-day activities undertaken by a user of the system as part of business as usual.  |
| System Integration Test  | A testing activity that determines whether or application/module/component functions as expected within the broader system  |
| Interface / middleware  | A testing activity that determines whether interfaces between system/modules function as expected  |
| Regression  | A testing activity that determines whether existing functionality work as expected Regression testing is design to uncover new issues in existing functional and non-functional area of a system after enhancement, patches, or configuration changes.  |

**Non- Functional Testing** Functional testing addresses the quality characteristics of the components or system. Non-functional refers to aspects that may not be related to a specific function or use.  The test cases will be predevelopment Testing This testing aims to demonstrate that individual components (for example; computer programs/modules/units) work in isolation, in accordance with design documentation and/or specified requirements. During development testing the creator of a component tests his own work in the development environment, without using documented Test Procedures. **System Testing** This testing aims to demonstrate that the system as a whole (unchanged functionality as well as new/changed functionality) works in accordance with the Functional Specification(s) and the Requirements.   **User Acceptance Testing** This testing aims to demonstrate that the system meets the Business Processes and Business Process Flowcharts, when tested in an environment which is close to the target production system.  UAT includes tests that will exercise the system in a similar manner to the way in which business users will use the system in production.  Tests are based on prepared business scenarios derived from Business Processes and Business Process Flowcharts. UA tests aim to demonstrate that the system can support the business processes for all business decision outcomes.   **Live User Testing** This testing aims to demonstrate that the system has been configured correctly and that new/changed and unchanged functions continue to work correctly. Live User Testing (LUT) takes place as part of the release implementation process. **6. Project testing life cycle** This section, possibly depicted as a table, describes the actual life cycle that will be followed on the project.  Sometimes different groups of related components will have different life cycles (e.g. third-party supplier produced software).   Project testing life cycle TEST **7. Testing** Testing can be conducted in several stages (test runs) as described in the ‘Generic Stages of Testing’ section.  Repeat this section for each stage of testing to be conducted. **7.1 Test stage objectives** Document the objectives of the testing stage. Test stage objectives TEST **7.2 Scope of testing** Identify what will be tested

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|  | **7.2.1 Components to be tested** Components to be tested TEST  |
|  | **7.2.2 Components not to be tested** Components not to be tested TEST  |
|  | **7.2.3 Types of tests included** Types of tests included TEST  |

  **7.3 Approach**

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|  | **7.3.1 Test planning and preparation** Test planning and preparation TEST  |
|  | **7.3.2 Test prioritisation** Test prioritisation TEST  |
|  | **7.3.3 Test execution** Test executive TEST  |
|  | **7.3.4 Sources of test data** Sources of test data TEST  |

**7.4 Entry and exit criteria**

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|  | **7.4.1 Entry Criteria** Entry Criteria TEST  |
|  | **7.4.2 Exit Criteria** Exist Criteria TEST  |

**7.5 Environment needs** Where are the tests to take place, and what equipment is required? Environment needs TEST **8. Sign off and Acceptance** Identify who is required to accept the test results.   Sign-Off and Acceptance TEST  |

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