The User Acceptance Test Plan Form is a critical part of the overall project to capture the overall testing objectives and how testing will be performed. This electronic form captures and describes the overall testing effort, objectives (what the team is planning to verify/validate), scope (what will be tested based on requirements and/or change or will not be tested), schedule (how, who and when testing will start and end) and resources required to complete the integration and production verification testing phase of the project.

Testing completed by the implementation team and the end-users is to ensure a quality product and successful movement into the production environment. Medium and high priority projects must have a separate test plan/case document with signatures. The test deliverables should include test cases, test results and testing timeline and resources.

The initiator (Functional Lead) should begin the process for the form and monitor throughout the final production verification phase. The sign off of the project team members agree that testing meets quality standards and ready to move into production environment.

The steps below are general instructions for using the electronic UAT form. These steps are to be performed after departmental testing is completed for all projects.

The Functional lead for the Project should go to Aggie Hub/Forms/Employee/ITS to find the link to the UAT Form

1. Click Link using single sign-on (SSO): https://hub.ncat.edu/administration/its/forms/index.php

2. The Form Instruction/Participants Page should appear.

3. Enter requested data on the instruction page (Note: Not all projects will not have a PM therefore the technical lead will fill the PM role)

4. Select Continue

5. Form Page should appear
6. Fill in all required information on the form for **PART I.** *(Note: A field marked by an asterisk (*) is required.)*

7. Continue to **Part II – FEATURES TO BE TESTED** of the form and complete filling in the information.

8. Fill in and/or attach test results with the final testing information to include the plan, test results, etc. **For cycle 1, Integration Testing appears on the form under Integration Testing Phase (Pass or Fail).**
9. Use the section: 'Comment required if testing failed' for testcases that do not pass with justification or do not pass with acceptance of the risk of the failed testcase. This section should be used for exceptions only.

10. After completion of PART II above – **Integration Testing (Cycle I)** can be signed.
11. Hit submit form. The initiator will receive a confirmation email.
12. AFTER PART II is completed, the form is then routed to the following participants for approval. Each participate will receive an email with link to select:

13. Once the DBA signs off and moves the code to production, the PM you designated on the instruction screen will receive the following email.

14. After the code is moved to production by the data base administrator (DBA), the next step is the **Production Verification (Cycle II)** phase of the project. The PM must sign the form and the initiator can proceed with production verification.
15. After all ITS signatures have been received for approval, the initiator will receive the email below. The initiator must click on the link in the email to complete the final step: Production Verification Phase.

Dynamic Forms: User Acceptance Test Form & Approv...

You are receiving this email because you are the initiator of this form and you need to complete the final step for User Acceptance Test Form and Approval. As the form initiator after production verification is completed in production environment and everything is confirmed to work per requirements and test plan. We need you to go to Part II - Test Cases Section of the form to enter the Production Verification portion of the form and select Next at the bottom of the form to sign and finalize the last step in the process.

Click here to complete your section of the form.

16. The final phase is Production Verification (Cycle II). The initiator should receive an email containing a link to complete this phase. After production verification is completed in NCATPROD or other production environment, the initiator should complete the Production Verification section of the form.

Part II: Features to Be Tested (Test Cases) (can be recreated using an excel spreadsheet)

<table>
<thead>
<tr>
<th>Test Case ID #</th>
<th>Test Item (TASKS):</th>
<th>Expected Results</th>
<th>Integration Testing (Pass or Fail)</th>
<th>Production Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Test all fields of the UI Form</td>
<td>All fields work and expect data</td>
<td>Passed</td>
<td>Passed</td>
</tr>
<tr>
<td>02</td>
<td>Routing Verified</td>
<td>route to all approvers</td>
<td>Passed</td>
<td>Passed</td>
</tr>
<tr>
<td>03</td>
<td>Approval</td>
<td>verify approved</td>
<td>Failed</td>
<td>Failed</td>
</tr>
<tr>
<td>04</td>
<td>Backend Development</td>
<td>Moved to process and archive</td>
<td>Passed</td>
<td>Passed</td>
</tr>
<tr>
<td></td>
<td>Verification portion</td>
<td>verification blocks appear</td>
<td>Passed</td>
<td>Passed</td>
</tr>
</tbody>
</table>

17. THIS IS THE FINAL STEP & EMAIL

After updating the Production Verification section, select the NEXT button at the bottom of the screen and sign the form. The initiator will receive a final email with his/her name which confirms that the form has been completed and submitted.

Dynamic Forms: Co-Signature Update

Sandra Fanning-Gamer has completed their portion of the User Acceptance Test Form & Approvals form.

Please visit your Dynamic Forms homepage by clicking here.