UAT Checklist

The following checklist's purpose is to ensure that the appropriate steps have been taken to execute a user acceptance test (UAT), to wrap up the process and ensure proper documentation has been completed. Simply choose "Yes, No or N/A" as it applies to the UAT process in the organization. The criteria listed below may not apply to all organizations, however, if a column contains a "No" answer, it should be revisited.

Criteria	Completed?
IT Project Team Preparedness	
Has the project team been made aware of its role in advising on changes to business processes and procedures?	
Has the project team been made aware of its role in providing support for all testing issues and concerns?	
Has the project team been made aware of its role in tracking and managing test problems?	
Has the project team been made aware of its role in changing system functionality?	
UAT Team Preparedness	
Has the UAT team been defined?	
Does the UAT team understand its responsibility in executing the test cases and ensuring that the final outcomes of the tests are satisfactory?	
Has the UAT team been told about its role and responsibility in ensuring that all test case input sources and output results are documented and auditable?	
Has the UAT team agreed that the test cases provides comprehensive and effective coverage of all aspects of functionality of the application?	
Has the UAT team been told about its role in documenting problems and working with the project team to resolve problems identified during testing?	
Does the UAT team agree upon and understand the range of severity levels discussed with the project team and project stakeholders?	
Does the UAT team understand the responsibilities and required actions for each category of problem identified during testing?	
Does the UAT team understand that it must sign off on all test cases by signing the completed test worksheets?	
Has the UAT team been made aware of its role in accepting the results on behalf of the relevant user population?	
Does the UAT team understand that it must recognize any changes necessary to existing processes and take a lead role in ensuring that the changes are made and communicated to other users?	
Does the UAT team understand its role in confirming use of the system in performing business processes?	
Does the UAT team understand its role in verifying performance on business critical functions?	
Does the UAT team understand its role in confirming the integrity of data?	
Does the UAT team understand its role in assessing system final production readiness?	
Test Preparation	

Has the plan for acceptance testing been submitted?	
Have all possible system functions been described?	
Is all input data available that is required for testing?	
Has acceptance criteria be defined on which the completion of the acceptance test will be judged?	
Have all user specific constraints been considered?	
Has the testing procedure been defined?	
Have test cases been created to discover contradictions between the software product and the requirements?	
Have test cases been created to review whether timing constraints are met by the system?	
Test Execution and Evaluation	
Were all steps of the test run documented?	
Was the acceptance test performed according to the test plan?	
Did the users review the test results?	
Are the services provided by the system in compliance with user requirements?	
Were all defect documented?	
Were all identified defects and issues resolved?	
Did the users judge acceptability in accordance with the predetermined criteria?	