

# Acceptance Test Plan Version 0.0

*Description of Project*

DOCUMENT NO:

VERSION:

CONTACT: Update Author's Name

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DATE: 2/16/2006

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## Version History

REVISION CHART			
Version	Author(s)	Description of Version	Date Completed

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Document Name:

Publication Date:

Contract Number:

Project Number:

Prepared by:

Approval: \_\_\_\_\_

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# 1 Introduction

*Outline how the Acceptance Test Plan verifies that the final product (i.e. the system that has been developed and is ready for deployment) meets the client's business requirements.*

This document outlines the steps required to prepare an Acceptance Test Plan. It also ensures that all components of the system are tested.

*Definition:* The Acceptance Test Plan determines whether the deliverable matches the client's business needs.

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## 1.1 Objectives

Outline the main business objectives that the system is intended to achieve. State the project stakeholders, their role and responsibilities, and other key information that should be highlighted.

Identify the purpose of this document, which is to:

- Prepare a testing strategy to verify that the system meets the business requirements, i.e. that the system is ready to be accepted by the target user group.
- Describe each test case that will be used in the system verification process.

The acceptance test plan incorporates four phases:

- Defining the acceptance test criteria
- Developing an acceptance test plan
- Executing the acceptance test plan
- Reaching an acceptance decision based on the test results

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## 1.2 Document Overview

Outline the main chapter in this document, for example:

- Chapter 1 – Describe the contents of this chapter.
- Chapter 2 – Describe the contents of this chapter.
- Chapter 3 – Describe the contents of this chapter.

## 1.3 System Description

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Provide a high-level description of the system and the functions that it is intended to perform. Include details of any areas that warrant special attention or should be highlighted to the Test Manager.

## 1.4 Methodology

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Outline the number of technical requirements that will be tested. Identify the number of requirements by priority level and interface.

Priority Level	Technical Requirements	Number of Requirements
1 – Must Have		
2 – Should Have		
3 - Desirable		

*Table 1 — Requirements by Priority Level*

## 1.5 Key Stakeholders

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Outline the project's key stakeholders, for example:

- Name, Role and, Email address of Client Stakeholder
- Name, Role and, Email address of IT Dept.
- Name, Role and, Email address of QA Dept.
- Other relevant individuals

## 1.6 Client Information

---

Identify the relevant Client information .

Client	
Contact	
Site Name	
Location	

*Table 2 — Client Information*

## 1.7 Customer Information

---

Identify the relevant customer information .

Customer	
Contact	
Site Name	
Location	

*Table 3 — Customer Information*

## 1.8 Relationship to Other Documents

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Describe this document's relation to other plans, such as:

- Program Management Plan
- Configuration Management Plan
- Software Quality Assurance Plan

If appropriate, identify the network location where these files are stored.  
Refer to document version numbers, e.g. *QA Plan v2.1.0*

## 1.9 Applicable Documents

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Highlight all applicable documents. In the event of conflict between referenced documents and this document, the contents of this document are considered as a superseding requirement.

Reference	Document No.	Issue	Date	Title

*Table 4 — Applicable documents*

## 1.10 Reference Documents

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Identify every documents referenced in this plan with number, issue, date and title.

Reference	Document No.	Issue	Date	Title

*Table 5 — Reference Documents*

## 1.11 Points of Contact

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List the main points of contact for this document, e.g. for troubleshooting purposes. Include the type of contact, contact name, department, telephone number, and e-mail address.

## **1.12 Reference Material**

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Identify all sources of information that will be used to develop the Acceptance Test Plan, such as business analysis, functional specifications, release notes, technical documentation, and testing plan standards.

## **1.13 Methodology, Tools, and Techniques**

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Describe the tools and techniques that will be used during this activity.

Identify where these products are located and links to relevant documentation.

## **1.14 Policies, Directives and Procedures**

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Outline all policies, procedures, and directives that apply to this plan, for example, security policies, SOX compliance directives, or procedures for reserving secure equipment and/or test environments.

Identify any external constraints or requirements placed on this activity by these policies, directives, or procedures.