



# Acceptance Test Planning Checklist

**Project Name**

**Project Sponsor**

**Business Owner**


Completed by:      Checked by:

Prepare procedure and timetable for producing the Acceptance Test Plan (ATP)		
Prepare estimate for producing the ATP		
Obtain approval to proceed with development of the ATP		
Review DIER methodology for ATP preparation		
Clarify and document ATP scope		
Prepare procedure and timetable for review and signoff of the ATP		
Review high-level Test Plan (only if included in the Project Execution Plan, the System Requirements or Specifications)		
Review relevant input documents for suitability as input to the ATP		
Determine availability of user and technical resources for testing procedures		
Develop the ATP TOC from template		
Obtain provisional approval of ATP Table of Contents (TOC) from Project Sponsor and/or Business Owner		
Obtain final approval of the ATP TOC from the Project Sponsor and/or Business Owner		
Identify and document generic tests (such as standard screen and report behaviour)		
Cross-reference tests with <u>all</u> Requirements as specified in the Business Requirements Specification and/or the contractual documentation		
Determine needs for parallel runs against existing system(s) (if required)		
Document arrangements to acquire and/or develop testing or test management tools (if required)		
Determine test team training arrangements (if required)		
Confirm variations to the Requirements or Specifications with Project Sponsor and/or Business Owner		
Define procedures for problem reporting, tracking, correction, re-release, re-testing and regression testing procedures in the ATP		
Schedule testing of user documentation and on-line help		



# Acceptance Test Planning Checklist

Schedule retesting as required		
Review of ATP by all stakeholders and manager(s)		
Conduct quality review of the ATP (if required)		
		<b>Date</b>

**Comments:**