



Acceptance Testing Checklist

Project Name

Project Sponsor

Business Owner

Completed by: Checked by:

Confirm assignment of the Acceptance Test Manager and obtain approval to proceed with the Acceptance Test		
Obtain or create an Acceptance Test Plan		
Confirm approval of the Acceptance Test Plan		
Confirm the timetable for Acceptance Testing		
Confirm the database, associated documentation, and the Acceptance Test environment is under change control		
Obtain or confirm the availability of the necessary Test Data		
Confirm training scheduling and/or execution as detailed in the Acceptance Test Plan		
Verify availability of all participants (including managers, users, system administrators, and technical support specialists)		
Confirm that all processes and infrastructure are in place to record and manage Test Results		
Confirm that all processes and infrastructure are in place to record and manage test problems and issues		
Confirm that any tools identified in the Acceptance Test Plan are installed and available		
Confirm personnel and processes involved in formal acceptance		
Conduct and confirm completion of all acceptance tests		
Verify that acceptance criteria (as specified in the Contract) have been met and that those not met have been registered		
If acceptance is proposed without all tests having been successful, confirm and execute any processes to subsequently resolve and re-test these items		
Complete the formal, independent QA of the Acceptance Test		
Verify complete compilation and archiving of Acceptance Test records		
Verify disposal and/or archiving of confidential data		
Confirm formal acceptance		

Please write additional comments on reverse.

Dated

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Tasmania

DEPARTMENT *of*
INFRASTRUCTURE,
ENERGY *and* RESOURCES

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