
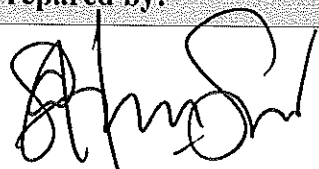

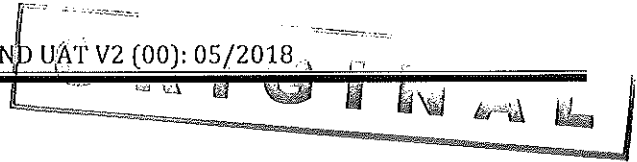


ORIGINAL

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 02
	REVISION NO : 00
MANAGING QUALITY TEST AND UAT	EFFECTIVE DATE : 05/2018
DOCUMENT NO. : HUM/ITD/09	PAGES : Page 1/4

MANAGING QUALITY TEST AND UAT

Prepared by:		Approved by:	
Signature	: 	Signature	: 
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Position	: Deputy Director, Information Technology Division	Position	: Director Information Technology Division
Date	: 05/2018	Date	: 05/2018



1. OBJECTIVE

The purpose of this procedure is to describe the management of quality test and UAT of the related unit of ITD.

2. SCOPE

The procedure covers the management of quality testing and UAT maintained by the Academic and Student Affairs Section.

3. REFERENCE

Nil

4. DEFINITION / ABBREVIATION

4.1	DD	: Deputy Director
4.2	ITO	: Information Technology Officer
4.3	AITO	: Assistant Information Technology Officer
4.4	ITD	: Information Technology Division
4.5	Admin	: Administrative Assistant
4.6	TPM	: Technical Project Manager
4.7	PMP	: Project Management Plan
4.8	FRS	: Functional Requirement Specification
4.9	UAT	: User Acceptance Test

ORIGINAL

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE	RELATED DOCUMENTS
TPM/ ITO/ Test Manager TPM/ Test Lead TPM/ Test Lead TPM/ Test Lead/ Test Script Writer/ Developer DD Tester/Process Owner/System Owner TPM/Test Lead/Tester/Process Owner/System Owner TPM/Developer TPM	<pre> graph TD Start([Start]) --> Analyze[Analyze Requirement] Analyze --> Identify[Identify UAT Scenarios] Identify --> Prepare[Prepare UAT Test Plan] Prepare --> Create[Create UAT Test Case] Create --> Comply{Comply UAT entrance criteria?} Comply -- No --> Prepare Comply -- Yes --> Run[Run UAT] Run --> Record[/Record Result/] Record --> Defect{Defect/Need correction?} Defect -- Yes --> DoCorr[Do correction] DoCorr --> Run Defect -- No --> End([End]) </pre>	Project Charter, PMP, FRS UAT Test Plan UAT Entrance check list UAT Report

6. QUALITY RECORD

NO	QUALITY RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1.	UAT forms 1. ITD-APPS- UAT-01 2. ITD-APPS- UAT-2 Letters/Memo/Report	ITD Filing Cabinet	3 Years	ITO & Admin
2.	Service Call	ITD Service Desk System	3 Years	Service Desk Manager

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USER ACCEPTANCE ENTRANCE CHECKLIST

Information Technology Division (ITD)
International Islamic University Malaysia

ITD-APPS-UAT-02

Version: 02

Revision: 00

Effective Date: 05/2018

PROJECT/ SYSTEM NAME : _____

PROJECT ID (if necessary) : _____

NO	CRITERIA	PLEASE TICK (v)	DATE
1	Security Testing signoff was obtained		
2	Business requirements have been met or renegotiated with the Business Sponsor or representative (Please attach minutes, decision letter, etc.)		
3	UAT test scripts are ready for execution		
4	The testing environment is established		
5	Access for necessary user(s) has been obtained		
6	The system/services/project has been pre tested by technical internal team		

APPROVALS

Performed by:

Approved by:

Name:

Name:

Position

Position:

Department:

Department:

Date:

Date:

ORIGINAL



USER ACCEPTANCE EXIT CHECKLIST

Information Technology Division (ITD)
International Islamic University Malaysia

ITD-APPS-UAT-02
Version: 02
Revision: 00
Effective Date: 05/2018

PROJECT/ SYSTEM NAME : _____

PROJECT ID (if necessary) : _____

NO	CRITERIA	PLEASE TICK (v)	DATE
1	UAT has been completed and approved by the user community in transition meeting.		
2	Change control is managing requested modifications and enhancements		
3	Business sponsor agrees that known defects do not impact a production release		

APPROVALS	
Performed by: Name: Position: Department: Date:	Approved by: Name: Position: Department: Date: