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INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA

VERSION NO : 02

REVISION NO : 01

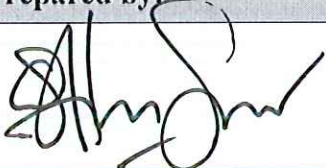

MANAGING QUALITY TEST AND UAT

EFFECTIVE DATE : 05/2019

DOCUMENT NO. : IUM/ITD/09

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# MANAGING QUALITY TEST AND UAT

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Position	: Deputy Information Technology Officer, Information Technology Division	Position	: Director Information Technology Division
Date	: 05/2019	Date	: 05/2019

## 1. OBJECTIVE

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

## 2. SCOPE

The procedure covers the management of quality testing and UAT.


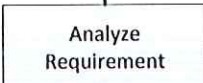
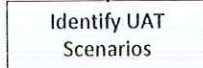
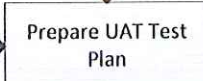


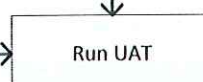
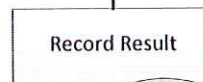
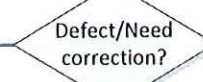
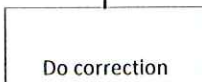
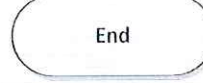
## 3. REFERENCE

Nil

## 4. DEFINITION / ABBREVIATION

4.1	DITO	: Deputy Information Technology Officer
4.2	TL	: Team Leader
4.3	ITO	: Information Technology Officer
4.4	AITO	: Assistant Information Technology Officer
4.5	ITD	: Information Technology Division
4.6	AA	: Administrative Assistant
4.7	TPM	: Technical Project Manager
4.8	PMP	: Project Management Plan
4.9	FRS	Functional Requirement Specification
4.10	UAT	User Acceptance Test

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE	RELATED DOCUMENTS
TPM/ ITO/ Test Manager		
TPM/ Test Lead		Project Charter, PMP, FRS
TPM/ Test Lead		
TPM/ Test Lead		UAT Test Plan
TPM/ Test Lead/ Test Script Writer/ Developer		
TL / DITO Tester/Process Owner/System Owner		UAT Entrance check list
TPM/Test Lead/Tester/Process Owner/System Owner		UAT Report
TPM/Developer		
TPM		
TPM		
TPM		

**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 & AA