



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO : 03


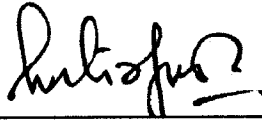
MANAGING QUALITY TEST AND UAT

EFFECTIVE DATE : 07/2022

DOCUMENT NO. : IIUM/ITD/09

PAGES : Page 1/4

MANAGING QUALITY TEST AND UAT

Prepared by:		Approved by:	
Signature :		Signature :	
Name :	Abu Hurairah A. Manaf	Name :	Nurmaliza Binti Jumaat
Position :	Deputy Director, Information Technology Division	Position :	Acting Director, Information Technology Division
Date :	07/2022	Date :	07/2022

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	<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 --> Prepare Defect -- No --> End([End]) </pre>	Project Charter, PMP, FRS
TPM/ Test Lead		UAT Test Plan
TPM/ Test Lead		UAT Entrance check list
TPM/ Test Lead/ Test Script Writer/ Developer		UAT Report
TL/ DITO		
Tester/Process Owner/System Owner		
TPM/Test Lead/Tester/Process Owner/System Owner		
TPM/Developer		
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 & Admin
2.	Service Call	ITD Service Desk System	3 Years	Service Desk Manager