

User acceptance testing checklist

The checklist is separated in three parts:

1. *Before testing*
2. *Testing*
3. *After testing*

Before testing

Invest time in designing good test cases

Design test cases with the outcome in mind

Involve users approving the test cases

Involve users planning the test runs

Testing

Involve specialists of the product

Test individually

Give clear instructions on how to describe results including attachments

Discuss the results with the testers afterwards to avoid unclarity

After testing

Take time to analyze the results (mostly you have a lot)

Conclusions are based on facts (and not emotion)

Create a separate report with context (and not only some graphs)

Share and discuss the report with those involved

