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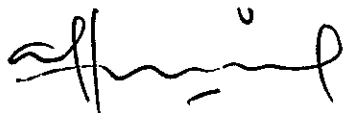

MANAGING QUALITY TEST AND UAT

EFFECTIVE DATE : 06/2020

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MANAGING QUALITY TEST AND UAT

Prepared by:		Approved by:	
Signature :		Signature :	
Name :	Abu Hurairah A. Manaf	Name :	Assoc.Prof. Dr. Norsarema Bt. Salleh
Position :	Deputy Director, Information Technology Division	Position :	Director, Information Technology Division
Date :	06/2020	Date :	06/2020

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
<p>TPM/ ITO/ Test Manager</p> <p>TPM/ Test Lead</p> <p>TPM/ Test Lead</p> <p>TPM/ Test Lead/ Test Script Writer/ Developer</p> <p>TL/ DITO</p> <p>Tester/Process Owner/System Owner</p> <p>TPM/Test Lead/Tester/Process Owner/System Owner</p> <p>TPM/Developer</p> <p>TPM</p>	<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>	<p>Project Charter, PMP, FRS</p> <p>UAT Test Plan</p> <p>UAT Entrance check list</p> <p>UAT Report</p>

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