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| **1. UAT Scope (In Scope – Out of Scope)** | |
| **UAT - In Scope** | **UAT - Out of Scope** |
| In Scope *List features that are tested*   * Archiving of Trello Cards on Desktop * Unarchiving of Trello Cards on Desktop | Out of Scope *List features that are not tested.*   * Deletion of Trello Card * Mobile testing |

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| **2. UAT Assumptions and Constraints** |
| **UAT Assumptions** |
| Assumption *List the UAT assumptions.*   * **Test environment:** The test cases are conducted by 3 experienced QA manager, meeting rooms are blocked, and hard- and software is provided by IT * **Test documentation:** All UAT test cases are documented within Google Drive Project folder * **Error reporting:** Errors, failures and other flaws are reported using the Usersnap Chrome extension and are directly sent to the particular project |

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| **UAT Constraints** |
| Constraint *List the UAT constraints.*   * **Time frames**: Test results must be provided by March 1st 2018 * **Resources:**    + Human resources: 3 testers available for 2 weeks   + Provided hardware: Macbook Air, iMac, Mac Mini, Chromebook, Surface Pro, HP Spectre,   + Tested operating systems:     - Mac OS X: 10.10, 10.11, 10.12, 10.13     - Windows: 8, 8.1, 10     - Linux: Arch Linux, Debian, Ubuntu   + Browser tests:     - Firefox (latest 2 versions)     - Chrome (latest 2 versions)     - IE (latest 2 versions)     - Edge (latest 2 versions)     - Safari (latest 2 versions)     - Opera (latest 2 versions) |

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| **3. UAT Risks** | | | |
| **Description** | **Probability**  **High|Med|Low** | **Impact**  **High|Med|Low** | **Mitigation** |
| not properly trained Testers | Low | Med | Ongoing training sessions for testers |
| Incomplete test environment due to time constraints | Med | Med | Realistic time and resource planning |
| Error handling: Testers are not aware on how to report bugs | Low | High | Easy-to-use bug reporting solution for UAT test available |
| UAT test failure | Low | High | Feature-complete development done before UAT test start |

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| **4. UAT Team Roles & Responsibilities** | | |
| **Name** | **Roles** | **Responsibilities** |
| Markus Meyer | Tester | Testing on OS X |
| Liz Johnson | Tester | Testing on Windows |
| Hannah Lee | Tester | Testing on Linux |
| Andre LeBar | QA Manager | Managing UAT Test |
| Kathy Francis | Product Owner | Project ownership |

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| 5. UAT Entry Criteria | |
| **ID** | **Criteria** |
| 5.1 | The development of the archive feature is fully completed |
| 5.2 | Integration tests are completed |
| 5.3 | No high or medium defects are reported |
| 5.4 | All reported bugs should be fixed |
| 5.5 | UAT test environment (hardware, software, location) is ready |
| 5.6 | Testers got briefed and ready to start testing |
| 5.7 | UAT test plan is available |

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| 6. UAT Requirements-Based Test Cases | |
| **ID** | **Test Cases** |
| 6.1 | *Archiving:*   * *Please visit: Trello.com* * *Log in with the following credentials:*   + *Mike*   + *123* * *Open the available Trello board* * *Archive the first Trello card on the board* * *Expected result:*    + *This Trello card will be removed from the board*   + *This Trello card will be moved to the Archive* |
| 6.2 | *Unarchiving:*   * *Please visit: Trello.com* * *Log in with the following credentials:*   + *Mike*   + *123* * *Open the available Trello board* * *Search for the board’s archive* * *Un-archive the archived Trello card* * *Expected result:*    + *This Trello card will be moved to the Trello board*   + *This Trello card will be removed from the Archive* |

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| 7. UAT Test Results | | |  |  |
| **ID** | **Test Cases** | **Pass/Fail** | **Tested By** | **Date Tested** |
| 7.1 | Archiving of Trello Card | Pass | Liz Johnson | 02/01/2018 |
| 7.2 | Archiving of Trello Card | Fail | Markus Meyer | 02/02/2018 |
| 7.3 | Unarchiving Trello Card | Pass | Markus Meyer | 02/02/2018 |
| 7.4 | Unarchiving Trello Card | Pass | Hannah Lee | 02/01/2018 |
| 7.5 | Unarchiving Trello Card | Pass | Liz Johnson | 02/01/2018 |

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| 8. Document Signatures | | | |
| **Role** | **Name** | **Signature** | **Date** |
| Service Owner | John Lukas |  | 02/03/2018 |
| Project Manager | Kathy Francis |  | 02/03/2018 |

# 9. Addendums & Appendices

*Include any additional documents.*