



User Acceptance Testing Guide and Templates



User Acceptance Test Plan

	Action	Date completed
	System Version number, Protocol and Sponsor Identification and your standard good documentation requirements according to your company's SOP.	
	Document names that support the UAT. Section Numbers/Titles showing what you are testing against	
	List the names of each test case you created	
	List the names/titles of your team members who will be executing the test cases	
	List how test steps that pass should be documented versus steps that fail. List how you will track any findings which need to be discussed with the vendor	
	Specific testing instructions for the testers including how to log in to the testing environment. In addition, indicate whether the tests will be printed out/and wet-ink to update the tests or whether it will be electronically executed. Be specific regardless how the test cases are being completed and how screen prints will be managed.	
	Approval section to be signed prior to executing the UAT.	

Test Cases

Each test case should include the following:

	Action	Notes
	Any instructions for the tester that may or may not have been included in your UAT Test Plan	
	System Version number, Test Cycle number	
	<p>The purpose of the test -- the specific function or rule you are testing to be sure the system is working properly. (You can also include a reference to the supporting document and the sections which are being tested.) For example: <i>To confirm the system enforces collection of valid subject information when screening a new subject. See User Requirements Specification, section 3.</i></p>	
	<p>Start listing each step/action the tester needs to perform and number your steps. This should include whether the tester will need to create the patient in the test system or if it has already been preselected for the test. For example: <i>Create a subject which has the status of Screened. Select Male as gender and 01 Jan 1985 as the DOB.</i></p>	
	<p>Each action being tested, needs to have an Expected Result. For example: <i>Test subject has been created</i></p>	
	Each Expected Result should then indicate if the step Passed or Failed	
	<p>The last page of the test case should include:</p> <ol style="list-style-type: none"> System Version number, Test Cycle number Total number of test steps Total number of test steps passed and failed A section where you can provide comments on any steps which failed Section for the tester to sign and date the test <p>Optional - if you are having a second team member reviewing the test case, provide a second signature line for the person who reviews the test</p>	

UAT Summary Report

Include the following sections in your UAT Summary Report:

Action	Notes
System Version number, Protocol and Sponsor Identification, and your standard good documentation requirements according to your company's SOP.	
Dates on which each test cycle was started and completed	
Name the staff which executed test cases	
List the status of each test case in each test cycle and whether any action was required, for example, <i>Test Cycle 1, Test Case - Screening - Passed - no action required</i>	
Repeat the same for any additional test cycles	
Approvals Section which includes a statement: <i>I have reviewed all executed test cases required for the study and confirmed that both tester and reviewer signatures are present. This system may be released for Production.</i>	

Templates and Samples

User Acceptance Test Plan

This UAT Plan is to test the system described below:

Sponsor	
Protocol ID	
System Vendor	
System Name	
Version	

Documents supporting this UAT include:

- User Requirements Specification r# approved on YYYY-MM-DD
- Project Specification r# approved on YYYY-MM-DD
- List any of your company's SOPs that list any requirements for UAT

The following test cases are used to test this system:

- TestCaseName01
- TestCaseName02
- TestCaseName03
- ...

The following people will execute test cases:

- Name, Title
- Name, Title
- Name, Title

Tester Instructions

When executing each test case, the tester will record "Pass" or "Fail" for each step based on the following criteria:

- If the actual results match the expected results, write the word "Pass".
- If the actual results do not match the expected results write the word "Fail" and record the step number on the last page of this test case.

Add any specific instructions particular for your company.

Results will appear in the UAT Summary Report

Approval

I approve this User Acceptance Test Plan and supporting documents. User Acceptance Testing may begin.

Tester Signature:

<p>Signature</p> <p><small>Digital Signature is in the Final PDF revision of this document</small></p> <p>Date</p>
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UAT Test Case Template

Notes	<p>One of the following options should be recorded in the Pass/Fail column for each Step:</p> <ul style="list-style-type: none"> • If the actual results match the expected results, write the word “Pass”. • If the actual results do not match the expected results write the word “Fail” and record the step number on the last page of this test case.
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Revision History

VLIRT Version	Project Version	Document Revision	Date Revision Approved	Revision
3	1	0	18 March 2021	Original Document

Test Case Execution Prep	<p>Add any preparatory steps here. For example:</p> <ul style="list-style-type: none"> • <i>users needing to be added or email address updated</i> • <i>subjects needing to be added or be at a certain status</i> • <i>shipments or kits needing to be in a certain state</i> • <i>These will be "steps" that are not "Passed" or "Failed", they are to setup the necessary scenario to be able to confirm the function of requirements being tested</i>
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Purpose: To confirm that ...ADD appropriate text to explain to a tester the purpose of the test case. <i>Example: To confirm a clinical site can be added to and activated in the system.</i>	Test Cycle:
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Step #	Action	Expected Results	Pass/Fail
1.	Login as a user having the Clinical Project Manager role	_____ Completed	
2.	Add Clinical Site XXX	_____ Site XXX added	
3.	Activate Site XXX	_____ Site XXX activated	
4.	Print Site Activated Notification/Email	_____ Activation email printed and attached to test case	
5.	On the Sites page Confirm Site XXX Activated = True	_____ Confirmed	
6.	Logout	_____ Completed	

Test Case Summary and Signature Page

Version	Test Cycle	Total # Steps	# Steps Executed	# Steps Passed	# Steps Failed

List of Steps Failed: <i>List Steps or NA</i>	
List of Steps with Comments: <i>List Steps or NA</i>	
List of Steps with Screenshots: <i>List Steps or NA</i>	

I confirm that I have executed this test case following the instructions provided for each step above and in accordance with the Testing Instructions

Tester Signature:

Digital Signature is in the Final PDF revision of this document

Signature

Date

About Veracity Logic, LLC

Veracity Logic (VL), based in North Carolina's Research Triangle area, specializes in providing subject and inventory management solutions using interactive response technology (IRT) to support our clients' clinical trials.

At Veracity Logic, we're as proud of our ability to manage the real-life demands of clinical trials as we are of our technology. When you work with us, you'll find that we are reliable, responsive and user friendly -- we support your trial with our experienced, helpful team that is dedicated to your success.

If you have comments or would like to learn more about how Veracity Logic can support your next trial, please contact us at info@veracitylogic.com.