Instructions

*You will find instructions and help text to assist you in providing information throughout the template. You can complete the relevant sections of the template as they apply to your digital solutions. Please note that you can ignore those sections that are not relevant to your initiative.*

Name of the Template

*Acceptance Test Report*

Location in the Playbook

*Phase* [*Developing or Adapting Solution*](https://unicef.sharepoint.com/sites/ICTD-Playbook/SitePages/Developing-or-Adapting.aspx)

Purpose of the Template

*To help you plan an effective change management approach. The contents of this approach will inform:*

Who is responsible for completing this template?

*The T4D focal point and the Programme lead will be responsible for completing this template.*

How to use this Template?

*The type of change management will depend on the type of digital solution you are developing and implementing:*

Acceptance Test Report

General Initiative Information

|  |  |
| --- | --- |
| **Initiative Name**  An easy to understand name for your initiative. We recommend using descriptive names that describe what your initiative does. | *e.g. Birth & Civil Registration & Vital Statistics (CRVS) System - Country Y* |
| **UNICEF Office supporting the Initiative**  Enter the name of the country or field office location leading on the initiative. | *e.g. Country Y: Capital* |
| **Initiative Start Date**  Enter a date that marks the beginning or initiation of activities. This could be the first meeting with government partners, development of a concept note, inclusion in work plan, etc. |  |
| **Target Completion Date**  An estimated end date for the Initiative. This could refer to the end of a programme cycle, humanitarian response plan, hand-over to government, etc. |  |
| **Initiative Focal Point Contact**  Name, Title, E-mail (generally the Programme lead) | *e.g. Jane Doe,*  *Child Protection Specialist,* [*jdoe@unicef.org*](mailto:jdoe@unicef.org) |
| **Team Members**  Name, Title, E-mail. | *e.g. John Smith, T4D Specialist,* [*jsmith@unicef.org*](mailto:jsmith@unicef.org)  *Ann Robinson, Health Specialist,* [*arobinson@unicef.org*](mailto:arobinson@unicef.org) |
| **Phase of the Initiative**  The phases of an initiative represent the full lifecycle of T4D solutions from inception to completion or discontinuation. | [*Developing or Adapting Solution*](https://unicef.sharepoint.com/sites/ICTD-Playbook/SitePages/Developing-or-Adapting.aspx) |
| **Link to the INVENT entry**  URL to the initiative entry on INVENT |  |

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References

*<Provide references to relevant documents for testing: Solution Test Plan, System Requirements Specification, Acceptance Testing Plan etc.>*

Objectives

*< This section states the purpose of the Acceptance Test Report>*

*The purpose of the document is:*

1. *To show the status against test and quality targets at the completion of the Acceptance Tests.*
2. *To provide stakeholders with risk assessment data, which supports the decision to proceed with the pilot release of the tested version of the application.*

*This report will:*

* *Summarise the test scope.*
* *Summarise what was tested and what was not tested according to plan.*
* *Outline any additional testing done that was not planned to do (and why).*
* *Summarise the test results.*
* *Determine whether testing has been satisfactorily completed.*
* *Summarize Issues, Mitigation, Lessons Learnt.*

Test Scope

*< This section states which modules or functionalities have been tested>*

*e.g.*

***User Acceptance Tests***

* *Birth registration*
  + *Birth notification*
  + *Birth declaration*
  + *Validation*
  + *Birth registration*
  + *Birth certification*

***Performance Tests***

* *Load testing with max no. of registration agents (expected response times with high numbers of concurrent users)*
* *Load testing of the public online registration portal (expected response times with high numbers of concurrent users)*
* Stress testing of birth registration record search (expected behaviour with multiple users performing the same transaction on the same data)

***Security Tests***

* Cyber-security penetration testing

Test Execution Details

*< This gives summary of your Testing Cycles / Phases / Sprint’s timelines and status >*

*e.g.*

***User Acceptance Test*** *(****UAT)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Test Cycle #*** | ***Timings*** | ***Actual finish data*** | ***Status*** | ***Remarks*** |
| *Cycle 1* | *01/01/2020 - 10/01/2020* | *10/01/2020* | *Completed* |  |
| *Cycle 2* | *11/01/2020 - 20/01/2020* | *20/01/2020* | *Completed* |  |
| *Regression Cycle* | *21/01/2020 - 25/01/2020* | *24/01/2020* | *Completed* |  |

Test Cases

<List the series of tests to be conducted referring to the Use Cases identified in the Analysis and Design Phase>

*See* [*Test Case template*](https://unicef.sharepoint.com/:x:/r/sites/ICTD-Playbook/Library/5.2.2-Template-Test%20Case.xlsx?d=wd0e09306653e428b85ffcfdc99c0a03e&csf=1&web=1&e=OzuGc4)

Test Coverage and Results

< In this section you need to summarize the Test Results of all type of testing you did. i.e Manual Testing, Automation Testing, Sanity Testing, Performance Testing etc.>

*e.g.* ***UAT***

*Snapshot of Manual Test Results:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Cycles** | **Total Number of Test Cases** | **# of Test Cases Executed** | **# of Test Cases Passed** | **# of Test Cases Failed** |
| Cycle# 1 | 80 | 80 | 80 | 0 |
| Cycle# 2 | 80 | 80 | 79 | 1 |
| Regression Test | 40 | 40 | 39 | 1 |
| Total # TCs | 200 | 200 | 198 | 2 |

Snapshot of Automation Test Results:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sprint** | **Total Number of Test Scripts** | **# of Test Scripts Executed** | **# of Test Scripts Passed** | **# of Test Scripts Failed** |
| Cycle# 1 | 50 | 50 | 49 | 1 |
| Cycle# 2 | 30 | 30 | 29 | 1 |
| Regression Test | 40 | 40 | 40 | 0 |
| Total # Test Scripts | 100 | 100 | 98 | 2 |

Defect Metrics- by Defect Type

< In this section you need to categorize the defects according to their Severity. Tabular presentation as well as a graphical representation will be easy to summarize and understand >

For Example:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Defect in Phase** | **Severe** | **High** | **Medium** | **Low** | **Total** |
| Cycle# 1 | 1 | 2 | 3 | 2 | 8 |
| Cycle# 2 | 1 | 1 | 3 | 1 | 6 |
| Regression cycle | 0 | 1 | 1 | 0 | 2 |
| Totals | 2 | 4 | 7 | 3 | 16 |

Defect Metrics- by Defect Status

< In this section you need to categorize the defects according to their status. Tabular presentation as well as graphical representation will be easy to summarize and understand. >

For Example:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Defect in Phase** | **Open** | **Closed** | **Deferred** | **Duplicate** | **Invalid** | **Total** |
| Cycle# 1 | 0 | 4 | 2 | 1 | 1 | 8 |
| Cycle# 2 | 0 | 3 | 0 | 2 | 2 | 7 |
| Regression cycle | 0 | 2 | 0 | 1 | 0 | 3 |
| Totals | 0 | 9 | 2 | 4 | 3 | 18 |

Outstanding Issues

< This section talks about any open defect and why they are still open or not fixed. Explanations why defects have been deferred are also included>

*For Example:*

*The following 2 defects are deferred for resolution but are both low severity which will not impact the functioning of the system, only the user experience:*

***Defect# 003*** *– The registration agent is able to send the birth declaration but the user interface does not immediately update in the offline mode.*

***Defect# 014*** *– Performance management view is not filterable by age and location at the same time, but they work separately.*

Exit Criteria

< This section gives the conditions that were fulfilled so as to stop testing. >

*For Example:*

|  |  |
| --- | --- |
| **Criteria** | **Met/Not Met** |
| *All planned test cases have been executed in Execution Tool* | Met |
| All defects found have been recorded in the Defect Management Tool | Met |
| All “Severity High” defects have been resolved | Met |
| Test Summary Report (this document) issued to stakeholders | Met |

Lessons Learnt

< In this section you need to mention whatever special knowledge or lessons you gained about this Application or testing process that needs to be shared with team. >

*For Example: Lessons Learnt from UAT*

1. *Integrating systems need to prepare compatible test data in their staging environments.*
2. *UAT testers need 2 days of end-to-end training prior to completing test cases.*