

User Acceptance Testing (UAT) Plan

ERP System

1. Introduction

This User Acceptance Testing (UAT) Plan outlines the testing approach and criteria for acceptance of the ERP System prior to deployment.

2. Objectives

- Validate that the ERP System meets business requirements.
- Ensure system functionality aligns with user expectations.
- Identify issues before go-live.

3. Scope

- Core Modules: Finance, Procurement, Inventory, Sales, HR
- Interfaces with Third-party Applications
- Reporting and Analytics

4. UAT Team

Role	Responsibility
UAT Lead	Test planning, coordination, issue management
Business Users	Test execution, feedback
IT Support	Issue resolution, environment maintenance

5. Entry & Exit Criteria

Entry Criteria	Exit Criteria
<ul style="list-style-type: none">• UAT environment ready• Test data prepared• Business requirements signed off	<ul style="list-style-type: none">• All critical test cases passed• No high-priority defects open• User sign-off obtained

6. UAT Approach

- Manual test execution based on UAT scenarios
- Defect logging and tracking
- Daily status reporting

7. Test Scenarios (Sample)

No.	Module	Test Scenario
1	Procurement	Create and approve a purchase order
2	Finance	Post an invoice and verify ledgers update
3	HR	Add a new employee

8. Defect Management

- Track defects in the issue tracker
- Assign severity and owner for resolution
- Retest after defect fix

9. Sign-Off

Business users provide formal sign-off upon satisfactory completion of all UAT criteria.