



# **Hong Kong Baptist University Revamp of Financial Information System**

## **UAT Testers Orientation**

4 Sept 2017

# Work Plan for coming few months

	2016			2017										2018
Tasks	Sep	...	Dec	...	Mar	...	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Analysis and Design														
Configure and Build														
System Integration Test														
Training														
User Acceptance Test														
Pre-Production Conversion														
Cutover														
Production														

 Project Implementation Period (Phase I)

- ❖ Attend UAT Training during late Aug to early Sep 17
- ❖ Perform UAT from Sep to Dec 17

# UAT: What is the purpose of UAT?

## *UAT is designed to:*

Verify the system functionality against the requirement specification with focus on business end-to-end process.

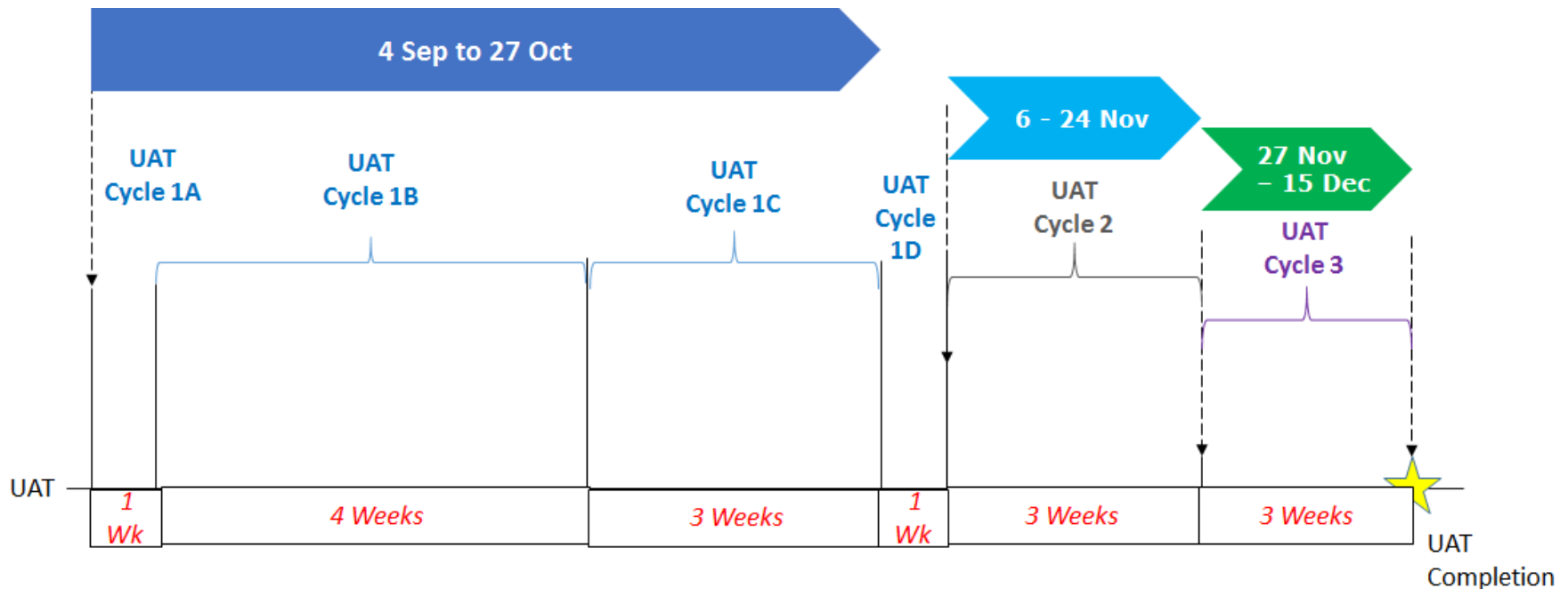
- Execution of **to-be processes** documented in Requirements Traceability Matrix and Fit Gap Analysis document;
- Testing of the in-scope **customization** requirements for Oracle EBS and enhancements in Retained Modules according to the Functional Specifications
- Testing with **other systems and retained modules interfaces**
- Testing of **converted data** as described in Data Conversion Plan and detailed requirements described in the respective Data Conversion Function Specification; and
- Testing of **integration** (end-to-end process flows) including month and year end process including reporting

## *UAT is NOT:*

- An opportunity to make changes to the system design.

# UAT Test Cycles

UAT will consist of data conversion as per HKBU Data Conversion Plan, followed by 3 cycles of testing outlined below:



- Cycle 1 A - First week is for UAT data conversion verification
- Cycle 1B covers integration among various functional areas and interfaces with Retained Modules and other systems
- Cycle 1C will mainly test reporting, monthly and yearly business operations and regression test for outstanding issues from Cycle 1B
- Bug Fixing by Deloitte and ITO
- Cycle 2 will mainly test monthly and yearly business operations and testing by selected faculties / departments.
- Cycle 3 will re-test outstanding issues from Cycle 1 and Cycle 2

# UAT Project Team Coordinators

## Roles & Responsibilities

- Support business users' coordinators / testers enquiries
- Coordinate testing activities
- Monitor UAT progress, defect logging and closing status
- Consolidate weekly progress to Project Manager and Management
- Identify any issue to be discussed with Deloitte / ITO for resolution

# UAT Business Users' Coordinators By Module and Section

## Roles & Responsibilities

- Coordinate tester inquiries
- Work with Project Team Coordinators' and Deloitte / ITO to clarify problem
- Monitor testing progress and be the focal point on testing by module
- Forward weekly progress to project team coordinators

## UAT Tester's Role

*In your role as a UAT Tester you are required to:*

- Execute tests according to test scenarios provided and represent your business processes
- Analyse the test results by comparing 'expected' with 'actual'
- Identify any defects and retest

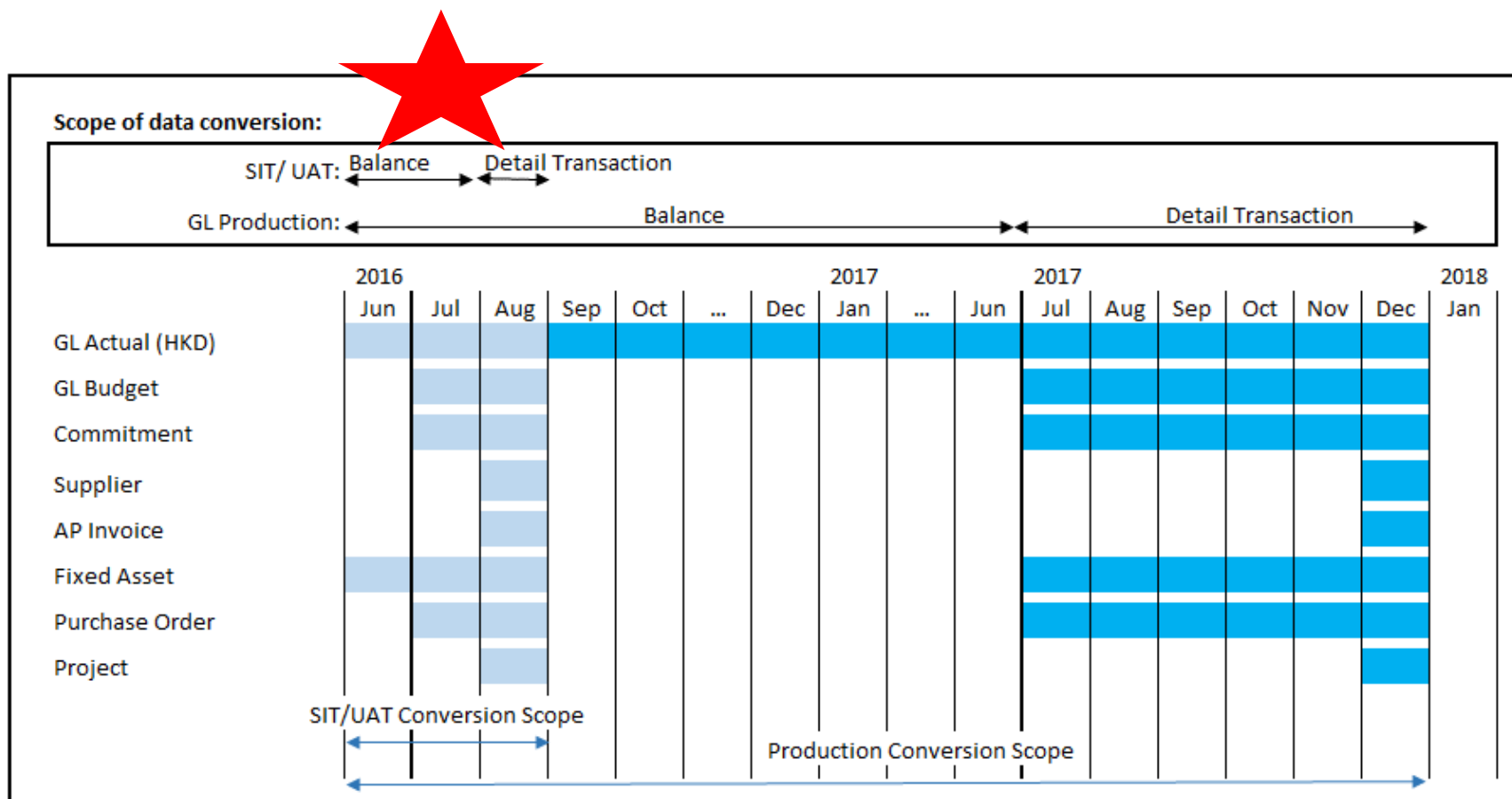
# Roles & Responsibilities – Deloitte and ITO

## UAT Execution

- Provide functional support to business users during test execution for Oracle EBS and retained modules as well as technical areas
- Perform problem diagnostics and suggest resolution



# Data Conversion Scope



# Review Data Conversion Results and Reconciliation

## Project Team

- Simple Record Count (e.g. No. of Fixed Assets, Suppliers, PO, Category Code, Asset Categories, Outstanding Invoices, Journals for Aug 2016, Projects)
- Total Amount Check (GL – Actual, Budget and Commitment, Fixed Assets, AP Invoices, Outstanding PO)

## Project Team and Business Users

- Transaction Content Check (Project Team, ABS, TPBD, PSSS)(each category: 5 to 10 transaction)

# UAT Documentation

- Complete UAT Test Scenarios Results
- Major screens captured to facilitate inspection by external and internal auditors

## UAT Logistics (Oracle EBS)

- Primary - DLB703 (12 computers)
- Secondary – RRS804 (6 computers)
- 1<sup>st</sup> Cycle - All testers should co-locate at a single location to conduct testing (for better communication and support)
- UAT Roasters

## UAT Logistics (Retained Modules)

- Own PCs

# UAT Testing Scenarios and Data Set Up

- Drafted Generic testing scenarios
- UAT Training Materials
- Charts of Accounts
- Login ID and responsibilities
- UAT Data
- UAT Period in Oracle EBS and Retained Module (Cycle 1B: Oct 2016)

# UAT Test Execution – Defect Reporting

If a defect is found during the test, UAT Testers should prepare a Defect Reporting Sheet, providing sufficient information for defect investigation (e.g. what login account was used, data used, error message description, suspected cause of defect, etc...)



Microsoft Word  
17 - 2003 Document

The Defect Sheet should be sent to Deloitte (Oracle EBS) and ITO support for investigation of the defect.

Oracle EBS → Project Team Coordinators → Deloitte (cc. users coordinator)

Retained Modules → ITO (cc. Project Team Coordinator)

# UAT Completion Criteria

User Acceptance test execution is accepted where

- UAT Executors have conducted UAT according to agreed test plan and schedule;
- And there are no severity level 1 defects outstanding.

## **Defect Severity Level**

The defect severity levels are classified according to the following definitions.

Defect Severity Level	Definition
1 – Critical	Critical and high severity problems include problems that prevent the system from going live and there are no acceptable workaround.
2 – Medium	Medium severity problems include problems such as functions that do not perform according to the documented functionality but which do not prevent the system from going live.
3 – Low	Low severity problems include problems that have acceptable operational workaround and do not have a significant impact on the functionality.

# Questions & Answers







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