**Acceptance Checklist**

[Checklist helps to guide the testers that identify and plan software acceptance testing. Checklist deals with acceptance management testing that is performed throughout DLC. Its task is to check whether the application works in accordance with requirements, has no serious bugs and transfer responsibility to the owner.]

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| **Acceptance Checklist** | **Reference** | **Yes / No** |
| User Training has been conducted. | Conduct User Training |  |
| System and Data Conversion has been performed as per Conversion Plan. | Installation Activities |  |
| Installation site were inspected in accordance with Installation Plan. | Installation Activities |  |
| Installation has been coordinated with System Owner, Operations, Support etc | Installation Activities |  |
| Modifications to the physical installation environment are completed. | Installation Activities |  |
| Hardware has been inventoried and tested. | Installation Activities |  |

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| **Acceptance Checklist** | **Reference** | **Yes / No** |
| Data-loads and Data Conversion have been installed and executed. | Installation Activities |  |
| Software has been installed & tested on the hardware platform | Installation Activities |  |
| Problems and corrective action are documented. | Conduct Installation Tests |  |
| Equipment and software retested after repairs, replacements, or modifications. | Conduct Installation Tests |  |
| Installation test materials placed in Project folders. | Conduct Installation Tests |  |
| Training materials approved; placed under Configuration Management. | Conduct User Training |  |
| Test environment under Configuration Control. | Conduct Acceptance Test |  |
| Acceptance test activities coordinated with owner, user(s), operations staff | Conduct Acceptance Test |  |
| Acceptance Testing conducted in production environment using acceptance test data and test procedures established in the Acceptance Test Plan | Conduct Acceptance Test |  |
| Tests executed correctly. | Conduct Acceptance Test |  |

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| **Acceptance Checklist** | **Reference** | **Yes / No** |
| Failed Tests documented, corrected, and retested. | Conduct Acceptance Test |  |
| Acceptance Test Report created | Conduct Acceptance Test |  |
| Copy of acceptance test materials placed in the project folder. | Conduct Acceptance Test |  |
| Conduct Operational Readiness Review, including physical configuration audit | Conduct Acceptance Test |  |
| Updated documentation established as new baseline. | Conduct Acceptance Test |  |
| Operations Guide approved and delivered. | Conclude Acceptance Process |  |
| Acceptance Checklist completed | Conclude Acceptance Process |  |
| System owner verifies that software is accepted and ready for production. | Conclude Acceptance Process |  |
| Software transitioned to full operational status according to Transition Plan. | Transition to Operational Status |  |
| Stress and Operational tests conducted. | Transition to Operational Status |  |

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| **Acceptance Checklist** | **Reference** | **Yes / No** |
| Training and Certification activities completed. | Transition to Operational Status |  |
| Maintenance Support started as planned. | Transition to Operational Status |  |
| At end of transition, all responsibilities transferred to Support | Transition to Operational Status |  |
| Official announcement of transition to production. | Transition to Operational Status |  |
| Update Access Rights/Rules. Remove project team from system | Transition to Operational Status |  |
| Planned enhancements provided to the support staff. | Transition to Operational Status |  |
| Delete programs, files, and software from Test Library | Transition to Operational Status |  |
| Update Project Plan with revised estimates of resources, cost, and schedule. | Revise Project plan |  |
| Conduct Structured Walkthrough. Ensure Project Plan is updated | Revise Project plan |  |