



EE1 User Acceptance Testing Kickoff Meeting

January 06, 2015

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EE1 User Acceptance Testing

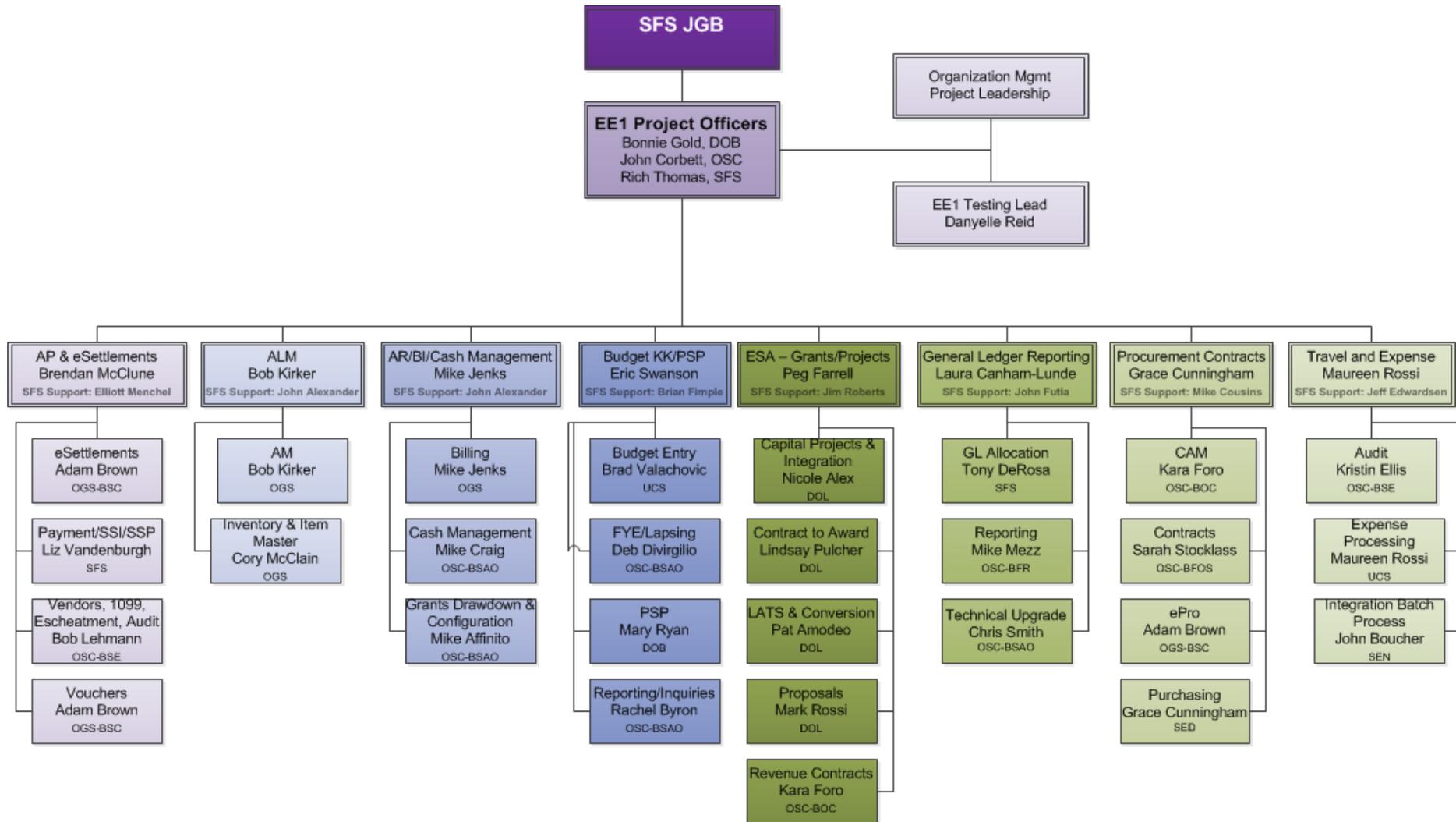
- Purpose: “confirm system has been designed to meet requirements and approved design decisions; verify that programs, customizations, configurations, interfaces, conversion, workflow, and security will perform as expected by the user community”
 - While testing these enterprise solution components
 - *Expect Issues, including Roadblocks*
 - *See next slide*
- Testing
 - *Execute One full pass of UAT scripts*
 - *Re-test defects as solutions become available*
 - New builds and reports may not be immediately available; as these become ready to test, the UAT test team will be informed

EE1 UAT Objectives

**Verifying it all
Works together**



EE1 UAT Test Leads & Sub-Leads



EE1 Testing Timeline

10/21/14 thru 11/14/14

Adhoc Integration Test

11/17/14 thru 12/31/14

Integration Test

1/6/15 thru 3/6/15

User Acceptance Test

1/21/15 thru Cutover

Agency Business Process Testing

EE1 UAT Begins January 06, 2015

- UAT and remediation is scheduled to run thru March 06, 2015
- All UAT scripts are to be executed prior to the start of Full Dress Rehearsal (FDR)
- Successful completion of test cases and scripts in support of Approved Test Scenarios is required
- Guidance is provided to each UAT Lead on how to manage their UAT Team
- All authorized UAT agency testers will begin executing tests on January 06, 2015
 - UCS, OSC (BSE, BOC, BSAO, BFR, BFOS), DOB, OGS (including the BSC), DOL, SED, SEN, OTDA, and SFS

UAT Testing Expectations

- KK and other aspects of performance are not at a Production level
- Procurement Contracts has recently undergone an enhancement to better manage Contract distributions – there could be early issues encountered due to the change
 - Collaborate with Integration Test Area Lead counterparts
- Solution readiness has greatly improved during Integration Test
 - We continue to log and resolve defects, even High and Critical
- Priority 9 builds are in process, with some available at the start of UAT, some available by the middle of UAT Cycle 1, and some available during UAT Cycle 2
- KK Financial Plan budgets are loaded to support testing
 - These are not the budget numbers that will be used at go-live
 - These numbers are flat numbers – for example \$1M per quarter or \$5M per quarter, with some established with larger amounts

EE1 UAT Team Hierarchy

EE1 UAT Team Role	Description
SFS Project Officers	<ul style="list-style-type: none">• Prepare Testing completion recommendations for SFS Joint Governance Board
EE1 UAT Area Leads	<ul style="list-style-type: none">• 8 EE1 UAT Area Leads• Provide oversight, expertise and drive successful UAT completion for assigned Test Area
EE1 UAT Sub-Leads	<ul style="list-style-type: none">• Assigned to each Area Test Lead• Provide expertise and analysis• Responsible for coordinating test activities• Review, correct and distribute scripts• Responsible for recording entry of test results in HP QC
EE1 User Acceptance Testers	<ul style="list-style-type: none">• Authorized SFS, OSC, DOB, OGS (including BSC) and DOL team members• Execute test scripts, report results to Sub Area Leads
EE1 UAT Recorders EE1 Testing Team	<ul style="list-style-type: none">• Enter test results/defects in HP QC• EE1 Testing Lead and Testing Support team• Reporting/Tracking• Support EE1 UAT Area Leads
EE1 Technical Team	<ul style="list-style-type: none">• Troubleshoot and resolve reported defects

EE1 UAT Details

UAT Area Lead Responsibilities

- Ensure successful execution of EE1 Validated Tests within timeline
- Guidance is provided to help you manage your Test Team's workload and output
- Required tasks:
 - ✓ Testing status provided to UAT Recorders at 2 pm daily
 - ✓ SFS.sm.Testing@sfs.ny.gov
 - ✓ Attend scheduled EE1 UAT meeting
 - ✓ Drive resolution on defects
 - ✓ Utilize test team member resources to ensure testing completion
- Hold meetings with your UAT team members as needed
- Ensure your UAT team are able to work successfully as remote users

Lead Your EE1 Area Team Members to UAT Success for your Module Area

EE1 Sub Area Lead Responsibilities

- Distribute EE1 UAT test scripts/cases to testers within your assigned Area (SFS will provide the test scripts)
- Provide subject expertise to testers within assigned process Area/sub-group
- Collect completed test scripts from Area testers
- Report testing results to Area Test Lead for your module area
- Report defects
- Retest as requested by Area Test Lead

Attention to the EE1 UAT Test preparation and overall testing tasks should help to drive success in the completion of this critical EE1 project milestone.

Area Tester Responsibilities

- Prepare by reviewing and understanding the EE1 UAT scripts that have been assigned to you prior to test execution
- Execute the EE1 UAT test scripts/cases that have been assigned to you by the UAT Lead/Sub-Lead
 - This may include regression testing of scripts after defect resolutions
- Capture and report back testing results to the UAT Lead/Sub-Lead by 2 p.m. daily. Include in your Report:
 - Results Testing Workbooks
 - Screen Shot (or query) as confirmation of success
 - Test Data used in Test Script

Overall success of the EE1 UAT phase relies on your preparedness and participation

1. Testing Activity

- Test scripts should be executed throughout the day and evening (as deemed necessary)
- UAT Leads should map out a daily test script execution schedule for their team to follow
 - Schedule is published on SFS Secure Test Site
 - Area Test Leads/Sub-Leads can use this schedule to better manage test script execution
- Impacts from defects on availability of test scripts should be determined daily
- New builds and reports may not be immediately available; as these become ready to test, the UAT test team will be informed

2. Daily Status Report to EE1 Testing

- At 2 pm daily, provide UAT Recorders/Test Team Support with:
 - Completed Testing Workbooks
 - Confirmation of Passed Script (screenshot/query)
 - Test Data used in Test Script
- Testing doesn't need to stop at this time; tests completed after 2 pm are reported the next day
- Notify EE1 Testing with testing details. Examples include:
 - Are there roadblocks stopping them from proceeding?
 - If roadblocks are addressed what is the estimated time of completion?
 - Are resource adjustments needed, i.e. you need additional resource(s) to complete the test cases or do you have unused resources?

3. Record EE1 Testing Status

- Completed Test Workbook information will be recorded in HP QC
 - Attachments included
 - Confirmation of Passed Script (screenshot/query)
 - Test Data used in Test Script
- Defects will be tracked
- Summary of Daily Testing results will be gathered for review by UAT Test Leads, Project Officers and Project Leadership

4. Scheduled UAT Meetings

- Attendees will include Project Officers, Project Director and Deputy Director, UAT Leads/Sub-Leads, EE1 Test Lead, Test Support Leads, and Change Management Lead
- The purpose of the meeting is to
 - Manage the testing progress
 - Provide a briefing on completed testing
 - Understand and create action for test failures
 - Identify and resolve roadblocks
 - Identify resource needs
 - Ensure blocking issues for next day's testing has been resolved/workaround communicated
- EE1 UAT Lead will notify the EE1 Communications Team of required SFS Secure updates and communications for UAT Team Members immediately following the meeting

5. Communications Updates

- In support of EE1 User Acceptance Testing, the SFS Secure EE1 Test site will be updated daily as directed by Area UAT Leads
- Key information on the site include:
 - Daily Test Schedule by Module/Area
 - Defect Status
 - On hold Test scripts due to defects
 - Summary of Defect/blocking Issue Remediation
- Requests for SFS Secure Test site updates must be received by SFS Communications Team by 8 pm each evening
- Any changes to the posting process will be made to UAT team members

UAT General Guidance

- User Acceptance Testing is NOT Training
- If you encounter an issue, please contact your UAT Lead/Sub-Lead
- Please email the PMO (PMO@sfs.ny.gov) if your team requires additional testing resources or updates to your testing assignments
 - Include Subject Line: **EE1 UAT**
- EE1 User Acceptance Testing should be limited to authorized test scripts only

EE1 UAT Questions?



- Talk to your UAT Lead or Sub Area Test Lead
- Discuss issues and share successes with other testers on your team