



Sample User Acceptance Testing Roles and Responsibilities

Review program testing responsibilities across roles



A clear division of roles and responsibilities is needed to ensure smooth user acceptance testing (UAT) execution. The following table lists sample user acceptance testing responsibilities across IIS program roles.

Instructions

Refer to the following sample user acceptance testing roles and responsibilities, and consider how these can be used as a starting point to further define expectations as they relate to a large-scale project such as an IIS platform migration or smaller-scale system changes.

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Role	Responsibilities
IIS manager	<ul style="list-style-type: none"> • Has overall accountability of UAT. • Review test evidence and approves deployment to production.
Test lead	<ul style="list-style-type: none"> • Document UAT approach. • Develop and manage the overall UAT test plan. • Obtain signoff from UAT plan from leadership (IIS manager and/or immunization program manager). • Gather setup requirements for UAT. • Coordinate and assist in the execution of UAT scripts. • Load test scripts in test tool for execution. • Orient test participants on the UAT execution, problem reporting and resolution processes. • Provide standard operating procedure (SOP) steward with list of SOPs to be developed/revised according to established timelines. • Manages central repository of UAT documents, scripts and materials.
Test coordinator	<ul style="list-style-type: none"> • Work with individual project teams and test lead to develop UAT approach and provide support in setup of UAT. • Coordinate development of test script(s). • Ensure adequate test coverage and independent review of test scripts. • Track setup of requirements for UAT. • Triage reported defects from test team members and forward to program test lead for resolution. • Coordinate tracking of UAT progress and results management. • Coordinate resolution and retest of defects.
Test team member	<ul style="list-style-type: none"> • Develop test conditions to validate business requirements. • Execute UAT scripts and complete problem logs. • If applicable, validate accuracy of user materials and online videos. • Participate in resolution/retest of issues.