

BA29: User Acceptance Testing (UAT) for Business Analysts

Price: 1295

Duration: 2 days

Delivery Methods: Virtual

Overview

This two-day instructor-led workshop looks at the business issues which drive the need for a fully functional UAT process and describes the components of such a process. It is designed to help the Business Analyst (BA) to develop an understanding of their role, the process, and the deliverables associated with UAT.

Audience Profile

This course is designed for the Business Analyst professional who is involved with testing the functionality of technology projects.

At Course Completion

- Develop an understanding of basic concepts associated with User Acceptance Testing
- See how UAT applies to the Software Development Lifecycle (SDLC)
- Recognize the benefits of improved quality of deployed software using User Acceptance Testing
- Identify the key roles, activities, and deliverables which make up User Acceptance Testing
- Use a Business Use Case to define scenarios for testing
- Create a UAT test plan and write UAT test cases with associated test data
- Understand the process for testing functional and non-functional requirements
- Identify the challenges of testing vendor-supplied applications

Outline

Software Testing - the Basics

- What is software testing and why is it important?
- Typical problems that we encounter with software
- The Cost of Quality (CoQ) and the cost of finding defects too late
- The “V” Testing Model
- The four stages of software testing (Unit, Integration, System, User Acceptance Testing (UAT))
- Testing best practices
- Exercise: “How would you test it?” – A new technology is presented to the participants and they are asked to brainstorm what should be tested to ensure it is working correctly. (15 minutes)

Understanding the Tester`s Terminology

- What is UAT and what is the role of the Business Analyst?
- Characteristics of a good UAT tester
- The tasks of UAT testing
- The UAT documents
- Common terms & definitions
- i) The six testing types for UAT (i.e., smoke, functional, intersystem, usability, regression, stress/load testing)
- ii) The three testing techniques for UAT (i.e., control flow, parallel, and positive testing)
- iii) Testing visibility (White Box, Gray Box, and Black Box testing)
- Exercise: UAT Jeopardy – A fun and fast-paced game of Jeopardy – used as a review of terms, concepts, and roles learned in this lesson. (15 minutes)

The UAT Planning Process

- The importance of UAT planning
- What is a UAT Test Plan?
- The six steps for creating a UAT Test Plan
- General testing tips (see Testing Guidelines and Techniques document)
- Exercise: “Create a UAT Test Plan” – The participants will identify UAT test scenarios from a Business Use Case and identify test objectives and high-level test data for each scenario

UAT Test Coverage

- What is UAT test coverage?

- Using a Requirements Traceability Matrix
- Set the testing scope - what to test and what not to test
- The UAT Test Coverage Matrix
- Verifying Non-functional requirements (i.e., performance, security, usability, availability, etc.)

Creating and Executing the UAT Test Cases

- What are the goals of UAT testing?
- What is a UAT Test Case?
- How do UAT Test Plans and Test Cases relate?
- The four steps for creating a UAT Test Case
- Exercise: “Write a UAT Test Case” - The participants will be asked to write a high-level Test Case from their Business Use Case and define test data for a portion of the steps
- Preparing, running, and documenting the UAT Tests
- General testing tips and techniques

Verifying the Test Results

- Documenting UAT test results
- What is a defect?
- How to log a defect?
- The “bug” lifecycle
- Writing a good problem description
- Taking screen snapshots
- 10 tips to avoid writing bad defect reports
- Exercise: “Log a defect” - The participants will write a concise and complete statement to explain a defect
- Signing-off on UAT

Testing Vendor-Supplied Applications

- Challenges of testing vendor-supplied applications
- Challenges to the business
- Eight steps for testing vendor-supplied applications
- Handout: An Insurance industry case study for testing vendor product

Prerequisites

Knowledge of requirements process and requirements elicitation techniques.

Course Schedule

Date	Time	Price	Options
05/04/2026	08:00 AM - 04:00 PM CT	1,295.00	Buy Now Enroll

Why Professional Choose TOPTALENT?

Dedicated Texas-Based Support

Get assistance every step of the way from our **Texas-based team**, ensuring your training experience is hassle-free and aligned with your goals.

3000+ Curated Professional Courses

Access an extensive portfolio of over 3000 courses across IT, Business Application and Leadership – Designed to meet evolving Industry demands

95% Client Approval Rating

Trusted by professionals nationwide our 95% approval rating reflects consistent quality, measurable impact and exceptional service.

Certified Industry Instructor

Learn from professionally certified experts with real world experience and a proven commitment to learner success.

For questions

call:

[\(469\) 721-6100](tel:(469)721-6100)

Email:

info@toptalentlearning.com

[Find More Training](#)

FAQ

What if I have to reschedule my class due to conflict?

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to info@toptalentlearning.com to avoid rescheduling penalties.

How do I enroll for this class?

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

What happens once I purchase a class?

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

What is your late policy?

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

What happens when I finish my class?

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.