

SOFTWARE QUALITY & SYSTEMS ENGINEERING PROGRAM

Acceptance Checklist

The following checklist is intended to provide system owners, project managers, and other information system development and maintenance professionals with guidance in identifying and planning information system acceptance activities. The checklist reflects recognized acceptance management activities to be performed throughout the information systems project lifecycle.

Information systems acceptance is generally characterized as a process to officially accept new or modified software components, which, when integrated, form an information system.

Within this context, the objectives of software acceptance are summarized as the following:

- Verify that the software product meets users' requirements and is fully operational.
- Obtain the system owner's acceptance and approval of the software product.
- Transfer responsibility of the system from the project team to the system owner and support staff.

Acceptance Checklist	SEM Reference	Comments
<input type="checkbox"/> User Training has been conducted.	Chapter 9 Perform Installation Activities Conduct User Training	
<input type="checkbox"/> If a current system exists, the system and data conversion has been performed in accordance with the Conversion Plan.	Chapter 9 Perform Installation Activities	
<input type="checkbox"/> At each installation site, the facility has been inspected to assure that the site preparation is complete and in accordance with the Installation Plan.	Chapter 9 Perform Installation Activities	
<input type="checkbox"/> The installation has been coordinated with the system owner, operations staff, support staff, and other affected organizations.	Chapter 9 Perform Installation Activities	
<input type="checkbox"/> Any necessary modifications to the physical installation environment are complete.	Chapter 9 Perform Installation Activities	
<input type="checkbox"/> The hardware has been inventoried and tested.	Chapter 9 Perform Installation Activities	
<input type="checkbox"/> If the software product requires an initial data load or data conversion, the tested programs are installed and executed.	Chapter 9 Perform Installation Activities	
<input type="checkbox"/> The software product has been installed on the hardware platform and tested according to the Installation Plan.	Chapter 9 Perform Installation Activities Conduct Installation Tests	
<input type="checkbox"/> Problems and corrective action are documented.	Chapter 9 Conduct Installation Tests	

Acceptance Checklist	SEM Reference	Comments
<input type="checkbox"/> All equipment and software was retested after a repair, replacement, or modification.	Chapter 9 Conduct Installation Tests	
<input type="checkbox"/> A copy of all installation test materials has be placed in the project file.	Chapter 9 Conduct Installation Tests	
<input type="checkbox"/> A copy of training materials have been submitted to the system owner and user for review and approval and are placed under configuration management.	Chapter 9 Conduct User Training	
<input type="checkbox"/> The test environment is subject to strict, formal configuration control to maintain the stability of the environment and to assure the validity of all tests.	Chapter 9 Conduct Acceptance Test	
<input type="checkbox"/> All acceptance test activities have been coordinated with the system owner, user(s), operations staff and other affected organizations.	Chapter 9 Conduct Acceptance Test	
<input type="checkbox"/> Acceptance Testing has been conducted in the production environment using acceptance test data and test procedures established in the Acceptance Test Plan	Chapter 9 Conduct Acceptance Test	
<input type="checkbox"/> All tests have been executed correctly.	Chapter 9 Conduct Acceptance Test	
<input type="checkbox"/> Any tests that failed have been documented, corrected, and re-tested.	Chapter 9 Conduct Acceptance Test	

Acceptance Checklist	SEM Reference	Comments
<input type="checkbox"/> An Acceptance Test Report has been created	Chapter 9 Conduct Acceptance Test	
<input type="checkbox"/> A copy of all acceptance test materials has been placed in the project file.	Chapter 9 Conduct Acceptance Test	
<input type="checkbox"/> At the completion of acceptance testing, an Operational Readiness Review, which includes a physical configuration audit, is conducted.	Chapter 9 Conduct Acceptance Test	
<input type="checkbox"/> If the operational product required enhancements or changes to correct problems, each new release was preceded by an Operational Readiness Review.	Chapter 9 Conduct Acceptance Test	
<input type="checkbox"/> After successful completion of all Operational Readiness Reviews, the updated system documentation was established as a new baseline.	Chapter 9 Conduct Acceptance Test	
<input type="checkbox"/> Complete operating documentation describing the product has been approved and delivered.	Chapter 9 Conclude Acceptance Process	
<input type="checkbox"/> This acceptance checklist is completed and contains a concurrence signature of the system owner (if required).	Chapter 9 Conclude Acceptance Process	
<input type="checkbox"/> A formal written acceptance of the software product is produced by the system owner to verify that the software product is accepted and ready for production.	Chapter 9 Conclude Acceptance Process	

Acceptance Checklist	SEM Reference	Comments
<input type="checkbox"/> The software product is transitioned to full operational status according to the Transition Plan.	Chapter 9 Transition to Operational Status	
<input type="checkbox"/> Stress and other operational tests have been conducted.	Chapter 9 Transition to Operational Status	
<input type="checkbox"/> Any training and certification activities are completed.	Chapter 9 Transition to Operational Status	
<input type="checkbox"/> Ensure that maintenance support begins as planned.	Chapter 9 Transition to Operational Status	
<input type="checkbox"/> At end of transition period, a formal transfer of all responsibilities to the support staff is conducted.	Chapter 9 Transition to Operational Status	
<input type="checkbox"/> For major software systems involving multiple organizations and interfaces with other systems, a formal announcement of the transition to production has been done.	Chapter 9 Transition to Operational Status	
<input type="checkbox"/> Access rules have been modified to provide access to the system by the support staff and remove project team and other temporary user access from further access to the system	Chapter 9 Transition to Operational Status	
<input type="checkbox"/> A list of any planned enhancements have been provided to the support staff.	Chapter 9 Transition to Operational Status	
<input type="checkbox"/> Programs, files, and other support software are in the production library and have been deleted from the test library, where appropriate.	Chapter 9 Transition to Operational Status	

Acceptance Checklist	SEM Reference	Comments
<input type="checkbox"/> All project file materials, operating documents, and other pertinent records have been turned over to the maintenance staff	Chapter 9 Revise Project plan	
<input type="checkbox"/> The Project Plan has been updated to include any revised estimates of resources, cost, and schedule.	Chapter 9 Revise Project plan	
<input type="checkbox"/> Conduct a structured walkthrough to ensure Project plan reflects the project's current status and adequately estimates the resources, costs, and schedule for the maintenance stage.	Chapter 9 Revise Project plan	

REFERENCES

The following resources can be referenced for additional information on system acceptance practices and procedures.

DOE Systems Engineering Methodology, September 2002

Institute of Electrical and Electronic Engineers (IEEE)

The IEEE Standard for Software Life Cycle Processes

Organization for Standardization (ISO) ISO 9001

Inroads to Software Quality "How-to Guide and Tool Kit" by Alka Jarvis and Vern Crandall, Prentice Hall, 1997