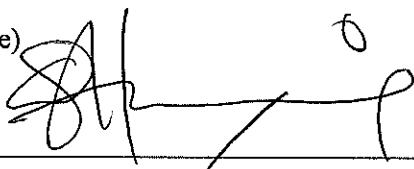
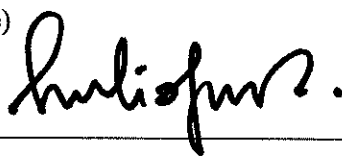




## MANAGEMENT OF QUALITY TEST AND UAT

| Prepared By:-   | Approved By:-  |
|---|--|
| (Signature)  | (Signature)  |
| Name : Abu Hurairah Bin A. Manaf  | Name : Nurmaliza Binti Jumaat  |
| Position: Deputy Information Technology Officer,<br>Information Technology Division             | Position: Director,<br>Information Technology Division   |
| Date :  | Date : 8/5/2023  |

## 1.0 OBJECTIVE

The purpose of this procedure is to describe the management of Quality Test and UAT.

## 2.0 SCOPE

The procedure covers the management of quality testing and UAT.

## 3.0 ACCOUNTABILITY

3.1 Administrative Application Services Section

3.2 DITO for each section should review the UAT for any projects under their section.

## 4.0 ABBREVIATION (If any)

|      |      |   |  |
|------|------|---|--|
| 4.1  | DITO | : | Deputy Information Technology Officer    |
| 4.2  | TL   | : | Team Leader                              |
| 4.3  | ITO  | : | Information Technology Officer           |
| 4.4  | AITO | : | Assistant Information Technology Officer |
| 4.5  | ITD  | : | Information Technology Division          |
| 4.6  | AA   | : | Administrative Assistant                 |
| 4.7  | TPM  | : | Technical Project Manager                |
| 4.8  | PMP  | : | Project Management Plan                  |
| 4.9  | FRS  | : | Functional Requirement Specification     |
| 4.10 | UAT  | : | User Acceptance Test                     |

## 5.0 REFERENCE

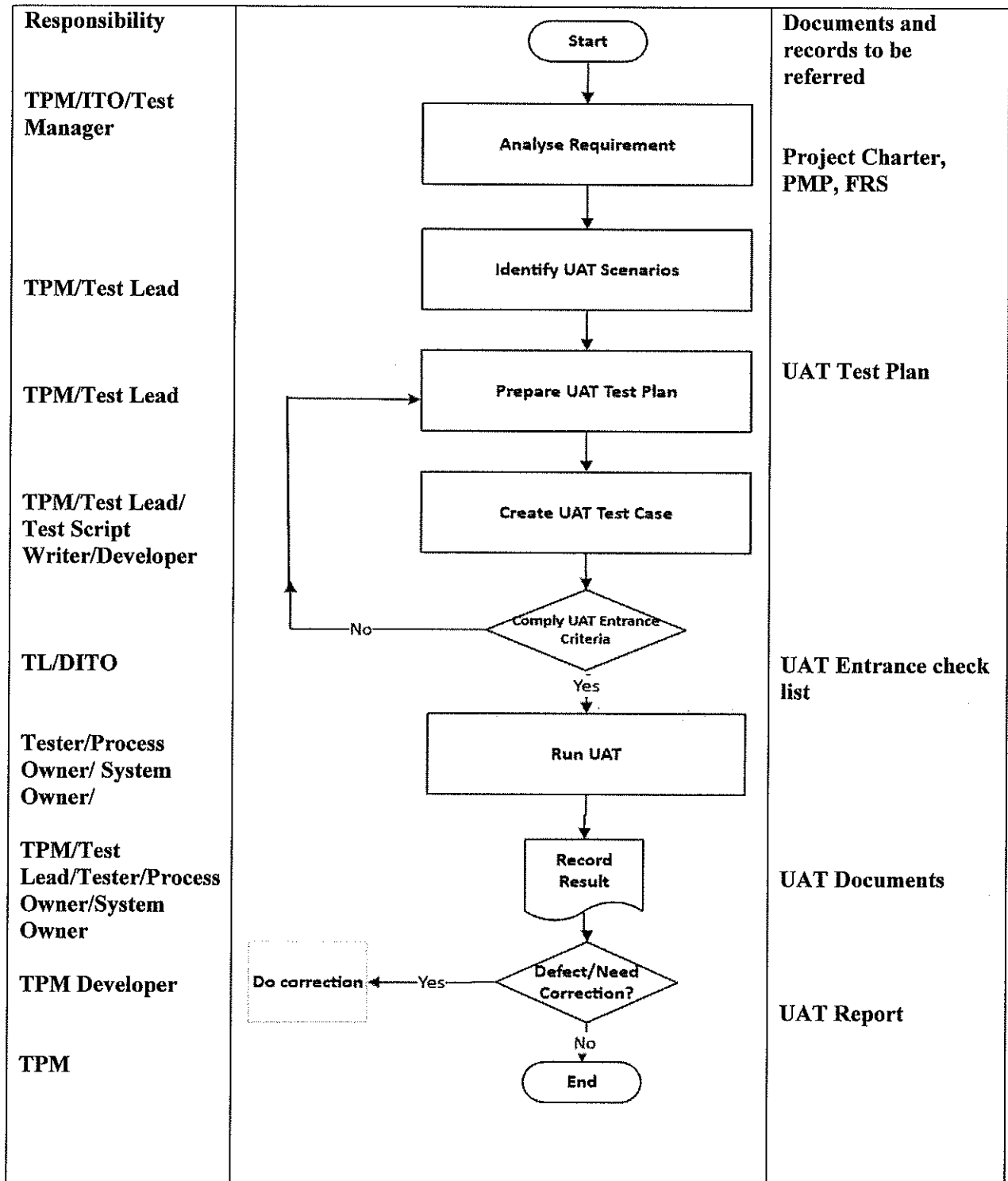
Nil

## 6.0 RECORD RETENTION PERIOD

| No | Quality Records   | Location                | Retention Period | Responsibility       |
|----|---|-------------------------|------------------|----------------------|
| 1. | UAT forms:<br>1. ITD-APPS-UAT-01<br>2. ITD-APPS-UAT-01<br><br>Letters/Memo/Report | ITD Filing Cabinet      | 3 Years          | ITO & Admin          |
| 2. | Service Call  | ITD Service Desk System | 3 Years          | Service Desk Manager |

### 7.0 PROCESS FLOW

#### Management Of Quality Test And UAT.





|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|