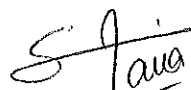


MANAGEMENT OF QUALITY TEST AND UAT

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
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Position: Senior Deputy Director, Information Technology Division	Position: Director, Information Technology Division
Date : 23-5-2025	Date : 23/5/2025

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 Application Core Enablers

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: 1. ITD-APPS-UAT-01 2. ITD-APPS-UAT-02 Letters/Memo/Report	ITD Filing Cabinet	3 Years	ITO & Admin
2.	Service Call	I-FIRST	3 Years	Service Desk Manager

7.0 PROCESS FLOW

