



1 Analyze the requirements

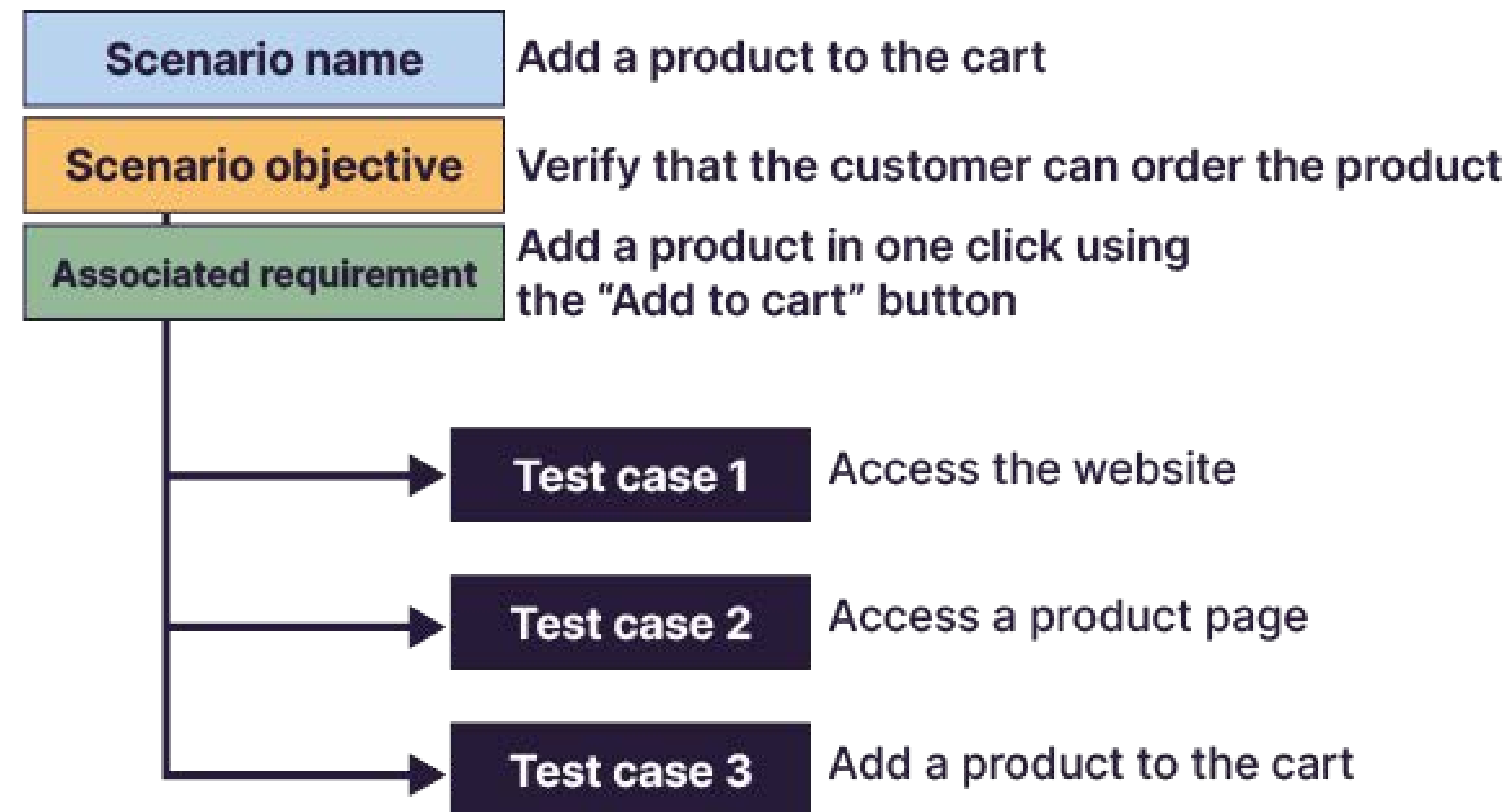
2 Write the requirements review

3 Build your test strategy

4 Plan the key milestones

5 Design the acceptance test plan

6 Create your test scenarios



### Best practices



- ✓ Read the functional specifications several times.
- ✓ Define the impact of each requirement on the system.
- ✓ Write a solution-oriented requirements review.
- ✓ Choose the testing methods best suited to your needs.
- ✓ Plan delivery milestones.
- ✓ Provide clear and realistic recommendations.
- ✓ Design test cases with a level of detail not exceeding 20 steps.
- ✓ Present your acceptance test plan before the start of the campaign.

### Typical errors



- ✗ Failing to link the requirement to the corresponding functionality.
- ✗ Excluding stakeholders from the validation of the requirements review.
- ✗ Overlooking the impact of test scenarios on the existing assets.
- ✗ Forgetting to list all the resources needed.
- ✗ Skipping the reread of requirements after importing the acceptance test plan.
- ✗ Ignoring the existing assets when writing the acceptance test plan.
- ✗ Losing sight of requirements coverage once the test cases are assembled.
- ✗ Delivering a presentation disconnected from your audience's needs.

### Definitions



**Requirements Review**  
It is a verification and validation activity within the software development process. It involves examining the system's functional requirements to ensure that they are complete, consistent, clear, and achievable, while also meeting the stakeholders' needs.

**Test Strategy**  
It is an action plan that defines the approach and methods to be used to verify that the system operates in accordance with the functional requirements.

**Acceptance Test Plan**  
It lists all the tests that must be carried out on the application to ensure that it meets both the requirements and specifications. This document includes detailed scenarios describing the step-by-step procedures to follow and the expected results for each test.