

Pre-UAT Readiness Checklist

A BA field guide for a clean UAT start — eight things to verify before anyone says “Start UAT.”

THE ONE QUESTION

“What could prevent meaningful testing tomorrow?”

Find it today — not on the first morning of UAT.

THE BA PRE-UAT CHECKLIST

1

Scope & Build

Scope clear? Correct build deployed? Late changes included? Known limitations documented?

2

Test Cases

Happy, negative, boundary, exception and end-to-end scenarios covered, with expected results clear?

3

Test Data

Data exists for every scenario, is validated, current, and safe to use?

4

Environment

Accessible, stable, correct build and endpoints, with required services available?

5

Access & Roles

Test users created? Login, VPN/MFA, roles, permissions and dependent-system access working?

6

Integrations

Critical upstream and downstream paths available and tested enough to support UAT journeys?

7

Configuration

Feature flags, thresholds, business rules, reference data and routing correct?

8

Stakeholders

Testers know scope and ownership? Defect process, support path and exit criteria agreed?

GO / CONDITIONAL GO / NO-GO

GO

Critical prerequisites are ready. Start UAT.

CONDITIONAL GO

A known gap exists, but meaningful testing can proceed safely around it. Document the limitation.

NO-GO

A prerequisite blocks meaningful testing — wrong build, unusable data, or no access. Fix before starting.

BEFORE YOU SAY “START UAT”

- | | |
|--|---|
| ☐ Scope and build verified. | ☐ Integrations available. |
| ☐ Cases and expected results ready. | ☐ Configuration correct. |
| ☐ Test data validated. | ☐ Business testers aligned. |
| ☐ Environment stable. | ☐ Defect/triage process clear. |
| ☐ Users and access working. | ☐ Exit criteria agreed. |
| ☐ Support contacts known. | |

GOLDEN RULE

Test the right thing, with the right data, in the right conditions.

