SOFTWARE QUALITY & SYSTEMS ENGINEERING PROGRAM

Preacceptance Checklist

The following checklist is intended to provide system owners, project managers, and other information system development and maintenance professionals with guidance in preparation for the acceptance activities. Initiation of acceptance activities begins with successful completion of the system testing.

Information systems acceptance preparation is generally characterized as a process to ensure everything is in place to begin the acceptance process activities.

The Preacceptance Checklist helps to ensure that all necessary preparatory activities have been completed and that the required operating documents were developed and approved.

Preacceptance Checklist	SEM Reference	Comments
☐ The Acceptance Test Plan is approved by the system owner, user, and other project stakeholders prior to conducting any acceptance tests.	Chapter 8 Initiate Acceptance Process	
☐ Copies of system documents have been provided to the support staff.	Chapter 8 Initiate Acceptance Process	
☐ The security checklist has been completed by the system owner and forwarded to the site's Computer Protection Program Manager.	Chapter 8 Initiate Acceptance Process	
☐ Criteria for determination of mission essentiality have been reviewed and a determination made for the software product.	Chapter 8 Initiate Acceptance Process	
☐ If mission essential, a Continuity of Operations Plan is in place. The plan has been reviewed and approved by the appropriate organizations and personnel.	Chapter 8 Initiate Acceptance Process	
☐ Support staff has been identified for the project, including Hotline support.	Chapter 8 Initiate Acceptance Process	
☐ An operational analysis of the project has been done for support issues.	Chapter 8 Initiate Acceptance Process	
☐ An Acceptance Test Plan has been reviewed to ensure the plan reflects the current version of the software requirements.	Chapter 8 Initiate Acceptance Process	
☐ The approved Acceptance Test Plan is placed under configuration management	Chapter 8 Initiate Acceptance Process	

	Preacceptance Checklist	SEM Reference	Comments
☐	Operating documents and other test materials have been provided to the Acceptance Test Team prior to the start of acceptance test training.	Chapter 8 Conduct Acceptance Team Training	
☐	The Acceptance Test Team is trained if necessary.	Chapter 8 Conduct Acceptance Team Training	
☐	The Project Plan has been updated to include any revised estimates of resources, cost, and schedule.	Chapter 8 Revise Project plan	
☐	A structured walkthrough has been conducted to ensure the Project Plan reflects the project's current status and adequately estimates the resources, costs, and schedule for the Installation and Acceptance Stage.	Chapter 8 Revise Project plan	
☐	An In-Stage Assessment has been conducted.	Chapter 8 Conduct In-Stage Assessment	
☐	A Software Integration and Testing Stage Exit has been conducted.	Chapter 8 Conduct Software Integration and Testing Stage Exit	

REFERENCES

The following resources can be referenced for additional information on system preacceptance 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