



Project Plan:

User Acceptance Testing (UAT) of the
New Cloud-Based MIS



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1. Objectives

To outline the steps required for schools to validate data accuracy, assess system functionality, and ensure user readiness prior to go-live.

2. Plan Structure

This project plan outlines the key steps required to support the Trust/School during the User Acceptance Testing (UAT) phase of the migration from the legacy MIS (SIMS) to Bromcom. Each task is broken down by role to ensure a structured and efficient testing process.

3. Key Stakeholders

Internal Stakeholders:

- MIS Administrators
- Timetablers
- Teachers
- Assessment Leads
- Exams Officers
- School Admin / Business Managers
- HR
- Attendance Officers
- Cover Managers

External Stakeholders:

- Bromcom Project Manager (PM)



4. Key Phases in Managing Third-Party Integrations

Phase 1: Logging in to the new MIS

1.1 Admin Staff Setup

Action: Admin users to set up roles and permissions for staff.

Owner: MIS Administrators

Steps:

- Log in to the system via [MIS Login Page](#). Site IDs will be provided by Project Managers.
- Use the "Forgotten details?" link to retrieve credentials.
- Set roles and permissions following the [Role Assignment Guide](#).
- Note - please do not set up Single Sign on for your test system, UNLESS you are able to remember to de-link these accounts before go-live. See this guide for more information: ([SSO Management Guide](#)).

1.2 User Access

Task: Admin users to share login details with all staff. NB: All users have been allocated the default teacher role, and a default password has been set.

Owner: MIS Administrators

Steps:

- Log in to the system via [MIS Login Page](#). Site IDs will be provided by Project Managers.
- Use the "Forgotten details?" link to retrieve credentials.

Phase 2: UAT Activities

Task: Ensure all staff understand the UAT process and their responsibilities.

Owner: MIS Administrators

Steps:

- Schedule a kick-off meeting to explain UAT objectives, timelines, and reporting mechanisms.
- Provide access to the UAT Checklists and Scope Document.



2.1: Validate system-wide settings and configurations.

Owner: Administrator / School Business Manager

Steps:

- Review permissions and access settings for all roles.
- Review school characteristics.
- Students – check a percentage of students and their contact details, make sure priority 1 and medical details have transferred correctly.
- Check photos have come across for staff and students (NB size limits apply).
- Census – run the latest Student and Staff Census in Bromcom and the source MIS and check they match.

2.2: Verify the accuracy of the period structure.

Owner: Timetabler / Curriculum Manager

Notes: The period structure in Bromcom can look different from how it looks in SIMS. The guide below can help you understand why (it is also covered in your curriculum training). It does not necessarily mean you will need to amend your structure before you can go live.

[Managing a Period Structure that has been Migrated from SIMS](#)

Steps:

- Review the period structure using the [Guide to Editing Period Structures](#).
- Compare the structure to SIMS and note any discrepancies.
- If in doubt, please contact Support, before applying any changes to prevent accidental loss of data.



2.3: Verify staff data accuracy and completeness.

Owner: Administrator / HR

Steps:

- Spot-check staff profiles, including roles, contact details, and employment history.
- Ensure staff categories and contract details are correctly migrated.
- Validate the accuracy of reporting structures.

2.4: Ensure statutory assessment data is correctly migrated and functional.

Owner: Assessment Lead

Steps:

- Review key assessment datasets.
- Test creating and updating assessment marksheets.
- Validate calculation accuracy for key performance indicators.

2.5: Verify attendance data accuracy and system functionality.

Owner: Attendance Officer

Steps:

- Spot-check attendance records for accuracy, including historical data.
- Test the process of recording and updating attendance.
- Generate attendance reports and validate their accuracy.



2.6: Validate access and teaching-related data.

Owner: Teachers

Steps:

- Check class allocations, timetables, and student lists.
- Students – check a percentage of students and their core details.
- Test basic functionalities such as taking attendance registers and recording behaviour events (if applicable).

2.7: Verify exam data and configurations.

Owner: Exams Officer

Steps:

- Check the accuracy of imported exam entries and timetables.
- Check and validate seating plans
- Check and validate access arrangements

2.8 Validate cover arrangements and staff allocation data.

Owner: Cover Manager

Steps:

- Spot-check cover schedules for accuracy, ensuring all planned cover is reflected.
- Test the process of assigning cover for absent staff.
- Validate the integration of cover data with timetables and staff roles.



Phase 3: Final Review and Sign-off

Owner: School Project Lead

Steps:

- Conduct a final review of the UAT outcomes with school representatives.
 - Regular progress meetings with Bromcom Project Manager and internal IT teams.
 - Regular updates to school leadership teams.
 - Workshops for end-users to address changes in workflows.
 - Ensure all critical issues are resolved before sign-off.
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4: Reporting and Monitoring

- Use the UAT Checklists to track progress and issues.
 - Review progress and raise any concerns with Project Manager.
 - Escalate unresolved issues promptly to onboarding@bromcom.com
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5. Communication Plan

Audience	Communication Method	Frequency
UAT Testers	Email updates, instant messaging	Daily for progress updates; weekly summary reports
Bromcom Project Manager / Support	Email, scheduled meetings, Support Portal (only when Live)	As needed (ad hoc during testing cycles)



6. Risks and Mitigations

Risk	Likelihood	Impact	Mitigation Strategy
Unauthorised access to sensitive data	Medium	High	Implement a policy of minimum required access and enable multifactor authentication (MFA). Regularly audit access logs.
Incorrect user role assignments	Medium	High	Conduct thorough role-based testing and validation before any roles beyond basic access provided.
Weak or compromised user passwords	High	High	Enforce strong password policies and enable multifactor authentication (MFA) or Single Sign-On (SSO). Regularly conduct security awareness training.

7. Success Criteria

Data Accuracy:

- All key datasets (e.g., timetables, attendance records, assessment data, staff profiles) are verified and confirmed as accurate.
- Any data discrepancies identified during UAT are resolved prior to go-live.

System Functionality:

- All essential system functionalities (e.g., role permissions, attendance tracking, census) are tested and operational.
- Any issues or errors are reported and resolved.

User Readiness:

- All relevant staff have logged into the system and completed their assigned UAT tasks.
- Staff feedback indicates confidence in using the new system.



Issue Resolution:

- All issues identified during UAT are documented and addressed.
- A comprehensive issue resolution log is maintained and shared with stakeholders.

Stakeholder Approval:

- Final review and sign-off are obtained from key stakeholders, indicating their satisfaction with UAT outcomes.

Readiness for Go-Live:

- All UAT-related activities are completed within the planned timeline.
- The system is fully prepared for transition to the live environment.