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| --- | --- | --- | --- |
| Business Process | New Project Management Module | Test Date | 23/07/2013 |
| **Script # - Script Name** | PM001 | Test Database | <https://finance-test.partneragencies.org/> |
| **Modules** | Project Management | Tester | DEBORAH ROSADOR – UNV10 |
|  |  |  |  |

#### TEST OVERVIEW

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| --- | --- |
| Test Description | * Enter New Proposal * Note: Please use valid values under “Key Data Values” |
| **Test Requirements** | Indicate your respective Internet browser and version. Explorer 9 Version 9.0 8112.16421  Indicate your respective Windows version. Windows 7 Service Pack 1 |
| **Test Setup** |  |
| **Test Script PRE-Dependencies** | Project Manager, Sponsor (Donor Code), Implementing Partner and Programme Tree are already entered in Atlas |
| **Test Script POST-Dependencies** | Proposal Approval |

|  | **Step** | **Page/Navigation** | **Key Data Values** | **Expected Results** | **Expected Results Met (Y/N)** | **Comments and Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | Enter New Proposal | Click on Grants > Project Management > Project Proposal > Add a New Value | 1. Business Unit defaults to your BU or Enter BU if required  2. Proposal Id should remain as defaulted NEXT  3. Click Add |  | Y | BU UNV10 |
| 2. | Enter New Proposal Information | 1.Enter Proposal title  2.Enter Description  3.Enter the Project type  4.Enter project Manager  5.Enter Implementing partner  6’sponsor ID  6.Enter Required Resources  7.Enter Begin and End Date | Proposal title =  Description =  Project type =  Project Manager =  Sponsor ID=  Implementing partner =  Required Resources =  Begin and End Date = | Note: Budget Periods populated | Y |  |
| 3. | Enter Output Information | 1.Enter Output Title  2.Click  icon to expand the section  3.Enter Short Description  4.Click on Programme Outcome magnifying glass to select related Outcome  5.Verify Output Type  6. Enter Department  7.Enter Implementing Partner | Output Title =  Short Description =  Programme Outcome =  Output Type =  Department =  Implementing Partner = | Note: Outcome description  and Output Type will be defaulted based on the Project Type selected (Step 2) | Y | This is the correct result because UNV doesn’t have a tree. |
| 4. | Enter Activity Information | 1.Enter Activity ID  2.Enter Description  3. Click “+” to add more activities  4.Click Save button | Activity ID =  Description = | Note:  1.Two new tabs available  2.Proposal ID generated  3. Output ID generated  4.Proposal status changed to Draft  5.Submit button available | Y | Project: 00075072  Outputs: 00087179  Activity: CONVERT |
| 5. | Enter Proposal Budgets | 1.Click on  tab  2.Click on **Budget Period** link for each of activities entered  3. Enter Budget Item (description will default)  4.Select Resource type  5.Enter Budget Amount  6.Click on “+” to add a new line  7.Click on link | Budget Item =  Description will default  Resource Type =  Budget Amount =  Note  -Make sure to enter the GMS line to the budget since it is part of the total cost of the project  -Same steps should be followed to enter the budget for each and every Budget Period. | Click Save and Return you and will be able to see the entries  on the main page.  Once all periods are entered, verify if total budgets matches the Total Resources Required amount | Y | Still think it would be a good idea to have a pop up to remind the user the need to enter the GMS lines as part of the budget at this stage! |
| 6. | Add Proposal Attachment | 1.Click on  tab |  | SharePoint - Programme Document Center will be available to  upload all the supporting documents under the respective country office. | Y | This result is correct because UNV doesn’t store project related documents on the UNDP sharepoint document center. There was a suggestion made after the first UAT testing in 2012 that UNV would also be given a space in the UNDP sharepoint, otherwise, we will be storing our project related documents outside of Atlas with no direct link to Atlas. |
| 7. | Submit Proposal for Approval | 1.Click button  2. Click  button to send Workflow Notification to Approving officer |  |  | Y | I don’t get the Notify button. I straight away see the Approve or Reject button. So I haven’t been able to submit the proposal to an Approving Officer. I approved it myself. |

***Sign-Off***

Tester: \_\_\_\_\_\_\_Deborah Rosador/UNV\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_23/7/2013\_\_

Team Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_