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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

|  |  |
| --- | --- |
| 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 8112.16421Indicate 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 NEXT3. Click Add |  | Y | BU UNV10 |
| 2. | Enter New Proposal Information | 1.Enter Proposal title2.Enter Description3.Enter the Project type4.Enter project Manager5.Enter Implementing partner6’sponsor ID6.Enter Required Resources7.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 section3.Enter Short Description4.Click on Programme Outcome magnifying glass to select related Outcome5.Verify Output Type6. Enter Department 7.Enter Implementing Partner | Output Title =Short Description =Programme Outcome =Output Type =Department =Implementing Partner = | Note: Outcome descriptionand 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 ID2.Enter Description3. Click “+” to add more activities4.Click Save button | Activity ID =Description = | Note: 1.Two new tabs available2.Proposal ID generated3. Output ID generated4.Proposal status changed to Draft5.Submit button available | Y | Project: 00075072Outputs: 00087179Activity: CONVERT |
| 5. | Enter Proposal Budgets | 1.Click on  tab 2.Click on **Budget Period** link for each of activities entered3. Enter Budget Item (description will default)4.Select Resource type5.Enter Budget Amount6.Click on “+” to add a new line7.Click on link  | Budget Item =Description will defaultResource 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 entrieson 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 toupload 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 button2. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_