**Instructions**: Provide a draft acceptance test plan. Provide detailed responses in the text boxes to questions 2 and 3 below. If additional attachments are required as specified below, submit the attachments in the order they are requested below. There is no page limit for this Appendix G, Draft Acceptance Test Plan Proposal, or any associated

attachments.

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| --- | --- |
| **Vendor Name:** |  |

**Mission and Goals**

The Department uses a batch process to select eligible Non-Custodial Parent (NCP) records from NECSES 2.0 and adds the selected records to a text file that is sent to the Department’s FTP server and it is later retrieved by the credit bureau.

The primary goal of this plan is to ensure the effective and systematic exchange of data between the Department and the selected Vendor to achieve several important objectives, including:

**Quality Assurance:** This test plan provides a basic way to ensure the quality and reliability of the data exchange between the Department and the selected Vendor. Both parties will identify and address defects and issues before it is deployed in a production environment.

**Verification of Requirements:** This test plan ensures that the data exchange meets the specified requirements and adheres to the contract objectives.

**Risk Mitigation:** Both parties will identify and assess potential risks associated with the data transfer, performance bottlenecks, and any other type of functional deficiencies, which will ensure the development of strategies to mitigate these risks.

**Scope and Deliverables**

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| --- | --- | --- |
| No. | Scope | Deliverable |
| 1. | Selected Vendor will access the Department’s VPN and FTP services to retrieve the Department files. | * VPN/FTP forms completed by the selected Vendor and approved by the Department.
* VPN and FTP credentials validated.
* Access to VPN and FTP server established.
 |
| 2. | Selected Vendor will use the file layout (Outbound) created by the Department, process the file, and add the data into their system(s). | * File Layout approved by the selected Vendor.
* File retrieved by the selected Vendor from the Department’s NHFTP server.
* File added into the selected Vendor system.
* Department notified of a Successful transfer.
 |
| 3. | The Department to validate data on the selected Vendor’s site. | * The Department matches the records posted in the NHFTP Server against the record shown in the selected Vendor’s system.
 |

1. **Provide a draft acceptance test plan.**
2. **Test Environment:** Describe the hardware, software, and network environments in which the acceptance testing will take place. Include details about the test environment setup.

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1. **Test Schedule:** Provide a timeline for the testing phase, including start and end dates and milestones.

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