

Test your system and approve launch

Agree what “ready” means, then review it with the people who will use the system.

🕒 4 min read Updated October 2026

Agree acceptance before testing

Acceptance criteria describe what the delivered system must do within the agreed scope. Define them with an owner, a test method, and a clear expected outcome. For AI outputs, include human review and the cases where the system should ask for help rather than continue.

Use a varied test set

- Normal cases and the main end-to-end workflow.
- Missing or incorrect information, duplicate requests, unavailable tools, and retries.
- Access permissions, human approvals, and handoff behaviour.
- Required languages, mobile or device layouts, and notifications where relevant.

Record the decision

Log the scenario, expected result, actual result, severity, owner, and retest status. Agree which issues prevent launch and which can follow later. A named approver should confirm acceptance and the launch plan in writing. Keep a fallback contact and rollback plan where appropriate.

Your checklist

0/4 complete

- ☐ Agree expected results.
- ☐ Test exceptions, permissions, and handoffs.
- ☐ Record issues and retests.
- ☐ Confirm the final approver.

A USEFUL NEXT STEP

Use the acceptance test template to keep feedback in one clear list.

Your signed proposal and agreement define the final scope, fees, responsibilities, and terms.

resources.swepety.com · support@swepety.com