

Raiser's Edge NXT

Data Testing Assistance – 1 Day Agenda

Customer Preparation

- Onsite sessions must have a suitable space for delivery, WIFI access and screen or projector for presenting
- Remote sessions are delivered either through Microsoft Teams or WebEx
- A member of the project team should be prepared to take notes during the session
- Project team members are encouraged to have their own computers/laptops to use during the session if they “learn through doing”. These computers will need to have [Citrix Receiver](#) installed.
Note - if prompted to enter an email address and create an account during the installation process, select Close as this step is not required.

Day One

Session	Description
Session 1	Introduction <ul style="list-style-type: none"> • Introductions and format of the day • Explanation of testing process, timeline and key tasks and responsibilities
Session 2	Data testing <ul style="list-style-type: none"> • Test field-to-field conversion. • Go over any specific questions regarding data placement. • Verify data against source data • Begin logging issues and changes for conversion analyst
Lunch	
Session 3	Testing logistics and practicalities <ul style="list-style-type: none"> • Review exceptions database • Recommendations for next steps to keep testing and checking data • Recommendations for customer training journey • Discuss a testing plan for customer to carry out during testing period
Session 4	Testing Handover <ul style="list-style-type: none"> • Hand over issues and changes log for customer to complete AOB Close

Breaks will be taken throughout the day as suitable points are reached