

Clearly define the project scope, testing goals, and end-user requirements.

Create a detailed test plan with realistic test scenarios and detailed test cases.

Prepare realistic test data that simulates real-world scenarios and use cases.

Identify the right UAT testers, such as end users who will be using the software daily.

Prioritize test cases according to which are most critical to core business operations.

Provide testers with training and support to ensure they're up to speed with how the software works.

Clearly monitor and document issues with screenshots, videos, and text notes.

Establish a feedback loop among testers, developers, and other stakeholders.

Conduct regression testing to make sure fixed issues don't impact existing functionality.

Don't rush the process. Approach UAT systematically, one step at a time.