

OrangeHRM - Master Test Plan

OrangeHRM Web Application (v5.7)

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Prepared by:

Majd Abu Hassanien

Hazem Lababidi

Ehab Halabi

Ahmed Abdallatif

Hanna Farhoud

Table of Contents

| | |
|---|----------|
| 1. Introduction..... | 3 |
| 1.1 Objective..... | 3 |
| 1.2 Background..... | 3 |
| 2. Scope..... | 3 |
| 2.1 In-Scope..... | 3 |
| 2.2 Out-of-Scope..... | 3 |
| 3. Test Methodology..... | 3 |
| 4. Approach..... | 4 |
| 5. Risks..... | 4 |
| 6. Roles & Responsibilities..... | 4 |
| 7. Schedule..... | 4 |
| 7.1 Schedule by Phase..... | 4 |
| 7.2 Schedule by Feature..... | 5 |
| 8. Defect Tracking..... | 5 |
| 8.1 Tool..... | 5 |
| 8.2 Severity Levels..... | 5 |
| 9. Test Environment..... | 5 |
| 9.1 Browser | 5 |
| 9.2 Operation System: | 5 |
| 9.3 Accounts..... | 5 |
| 9.4 Network..... | 5 |
| 9.5 Devices..... | 5 |
| 10. Entry & Exit Criteria..... | 6 |
| 10.1 Entry Criteria..... | 6 |
| 10.2 Exit Criteria..... | 6 |
| 11. Deliverables..... | 6 |
| 12. References..... | 6 |
| 13. Approval..... | 6 |

1. Introduction

This document plans the strategy, objectives, resources and schedule for functional testing for OrangeHRM Website from HR Admin Account and Employee Account to check that the system works as expected.

1.1 Objective

This test plan outlines the approach, strategy, scope, and resources required to validate the functional correctness of the OrangeHRM web application based on the SRS specifications. The focus is on verifying the behavior of the application under the roles of HR Admin and ESS (Employee Self-Service), covering modules such as My Info, Admin, Job, Organization, and Qualifications.

1.2 Background

OrangeHRM is a web-based Human Resource Management system. This project focuses on the functional testing of core HR modules with a strong emphasis on verifying CRUD operations, secure data access, and compliance with role-based permissions. All testing activities are based on the latest SRS document provided.

2. Scope

2.1 In-Scope:

2.1.1 My Info module: (SRS - 3.1)

- 2.1.1.1 My Info Module (EES View) & Employee account login (SRS - 3.1.1)
- 2.1.1.2 Photograph (SRS - 3.1.2)
- 2.1.1.3 Contact Details (SRS - 3.1.3)
- 2.1.1.4 Emergency Contact (SRS - 3.1.4)
- 2.1.1.5 Dependents (SRS - 3.1.5)
- 2.1.1.6 Immigration (SRS - 3.1.6)
- 2.1.1.7 Job (SRS - 3.1.7)
- 2.1.1.8 Salary (SRS - 3.1.8)
- 2.1.1.9 Report To (SRS - 3.1.9)
- 2.1.1.10 Qualifications (SRS - 3.1.10)
- 2.1.1.11 Membership (SRS - 3.1.11)

2.1.2 Admin module: (SRS - 3.2)

- 2.1.2.1 HR Admin account login (SRS - 000)
- 2.1.2.2 User Management (SRS - 3.2.1)
- 2.1.2.3 Job (Titles, Pay Grades, Employment Status, Job Categories, Work Shifts) (SRS - 3.2.2)
- 2.1.2.4 Organization (General Information, Locations, Structure) (SRS - 3.2.3)
- 2.1.2.5 Qualifications (Skills, Education, Licenses, Languages, Memberships) (SRS - 3.2.4)

2.2 Out-of-Scope:

- 2.2.1 Third party integrations (e.g. Google Drive, Email).
- 2.2.2 Performance, Load testing, Stress testing.
- 2.2.3 Testing on Mobiles.
- 2.2.4 Non-functional features.

3. Test Methodology

3.1 Manual Testing

3.2 Functional Testing

4. Approach

| Modules | Test Type | Manual Testing Only Coverage |
|----------------|------------|---|
| My Info Module | Functional | TC - 17 to TC - 87 |
| Admin Module | Functional | TC - 1 to TC - 16 / TC - 88 to TC - 310 |

5. Risks

| Risk | Impact | Trigger | Mitigation/ Contingency Plan |
|----------------------------|---------------|-------------|--|
| Missing admin restrictions | Delay project | 1 Day delay | Conduct access reviews before deployment |
| Incorrect role access | Delay project | 1 Day delay | Test permissions in early staging |
| Blocked login access data | Delay project | 1 Day delay | Maintain backup admin accounts |

6. Roles & Responsibilities

| Role | Responsibility |
|---------------|--|
| QA Lead | Manage plan, review test cases |
| QA Engineer | Write test cases, execute tests, report bugs |
| Developers | Fix bugs |
| Product Owner | Oversee QA progress, approve deliverables |

7. Schedules

7.1 Schedule by Phase

| Phase | Duration | Start Date - End Date |
|--|----------|-------------------------|
| SRS Analysis & Trello Setup & Test Planning Design | 1 Day | 23/06/2025 - 24/06/2025 |
| Test Case Design | 1 Day | 24/06/2025 - 25/06/2025 |
| Test Execution | 1 Day | 25/06/2025 - 26/06/2025 |
| RTM & Bug Reporting | 1 Day | 26/06/2025 - 27/06/2025 |
| Test Summary Report | 1 Day | 27/06/2025 - 27/06/2025 |

7.2 Schedule by Feature

| Feature | Duration | Start Date - End Date |
|-----------------------------------|----------|-------------------------|
| 2.1.1 My Info Module | | |
| 2.1.1.1 My Info Module (EES View) | 2 Days | 24/06/2025 - 26/06/2025 |
| 2.1.1.2 Photograph | | |
| 2.1.1.3 Contact Details | | |
| 2.1.1.4 Emergency Contact | | |
| 2.1.1.5 Dependents | | |
| 2.1.1.6 Immigration | | |
| 2.1.1.7 Job | | |
| 2.1.1.8 Salary | | |
| 2.1.1.9 Report To | | |
| 2.1.1.10 Qualifications | | |
| 2.1.1.11 Membership | | |
| 2.1.2 Admin module | | |
| 2.1.2.1 HR Admin account login | 2 Days | 24/06/2025 - 26/06/2025 |
| 2.1.2.2 User Management | | |
| 2.1.2.3 Job | | |
| 2.1.2.4 Organization | | |
| 2.1.2.5 Qualifications | | |

8. Defect Tracking

8.1 Tool: Trello & PDF Bug Report

8.2 Severity Levels:

- 8.2.1 Critical: Blocks login – Immediate Attention
- 8.2.2 Major: Impacts core functions
- 8.2.3 Minor: Low impact bugs

9. Test Environment

9.1 Browser: Chrome (Version 137.0.7151.120 (Official Build) (64-bit) / Firefox

9.2 Operation System: Windows 10/11

9.3 Accounts: Admin (Admin/admin123), Employee (John Doe/John@123)

9.4 Network: Standard

9.5 Devices: PCs

10. Entry & Exit Criteria

10.1 Entry Criteria:

- 10.1.1 Requirements (SRS) are reviewed, clear and accepted
- 10.1.2 Test Plan is studied and accepted
- 10.1.3 Test Environment is set up and available
- 10.1.4 Test Cases are documented and revised.
- 10.1.5 Tools are accessible and organized
- 10.1.6 Functional build deployed

10.2 Exit Criteria:

- 10.2.1 All test cases executed
- 10.2.2 Critical bugs resolved and no major issues remain open
- 10.2.3 Bug reports are finished and submitted
- 10.2.4 Final test summary report is ready and revised
- 10.2.5 Test deliverables are handed over

11. Deliverables

| Deliverable | For | Date - Milestone |
|--|--|---|
| Trello Board (Tasks) | Product Owner, Dev Team, QA Team, Scrum Master | 23/06/2025 – Sprint Kickoff |
| Test Plan | QA Lead, Test Manager, Product Owner, Dev Lead | 23/06/2025 - Test Readiness |
| Test Cases | QA Engineers, Dev Lead, Product Owner | 26/06/2025 - Test Execution |
| Bug Report | QA Engineers, Dev Lead, Product Owner | 26/06/2025 - Defect Triage Completion |
| RTM (Requirements Traceability Matrix) | QA Lead, Dev Lead, Product Owner | 26/06/2025 - Requirement Sign-Off |
| Test Summary Report | QA Lead, Dev Lead, Product Owner, Stakeholders | 27/06/2025 - Test Closure & Go-No-Go Decision |

12. References

Software Requirements Specification (SRS) Document – OrangeHRM

13. Approval

| Role | Name | Signature |
|-----------------|---------|-----------|
| QA Lead | QA Team | QA Team |
| Project Manager | | |