Test Plan for Vacation Requesting System

# Introduction

This test plan outlines the strategy and approach for testing the Vacation Requesting System. The objective is to ensure that the system functions correctly and meets all specified requirements.

# Objectives

- Verify that the Vacation Requesting System operates according to the defined functional and non-functional requirements.  
- Identify and document any defects or issues.  
- Ensure that the system handles all positive, negative, and edge scenarios correctly.

# Scope

The scope of testing includes:  
- User roles and permissions.  
- Different leave types.  
- Approval workflows.  
- Error handling.

# Test Items

- Vacation Request Creation.  
- Vacation Request Approval/Rejection.  
- User Role Management.  
- Notifications and Alerts.

# Features to be Tested

- User authentication and authorization.  
- Vacation request submission.  
- Approval workflows (e.g., manager approval).  
- Leave balance calculations.  
- Notification system.  
- Error handling and validation messages.

# Test Approach

1. Functional Testing:  
- Verify the functionality of each feature as per the requirements.  
- Test cases will cover positive, negative, and edge scenarios.  
  
2. Non-Functional Testing:  
- Verify usability and accessibility.  
- Ensure the system meets security and compliance standards.  
  
3. Regression Testing:  
- Re-run previously executed test cases to ensure new changes haven't introduced any defects.

# Test Case Design

Test cases will include the following details:  
- Test Case ID  
- Description  
- Pre-conditions  
- Steps to Execute  
- Expected Results  
- Actual Results  
- Pass/Fail Status  
- Remarks

# Test Environment

- Operating Systems: Windows 10, macOS  
- Browsers: Chrome, Firefox, Safari  
- Test Data: Various user accounts with different roles and leave balances.

# Entry and Exit Criteria

Entry Criteria:  
- Test environment is set up.  
- Test data is prepared.  
- All required documentation is available.  
  
Exit Criteria:  
- All planned test cases are executed.  
- All critical and major defects are resolved.  
- Test summary report is prepared and reviewed.

# Deliverables

- Test Plan Document  
- Test Cases  
- Test Execution Report  
- Defect Log  
- Test Summary Report

# Responsibilities

- Test Lead: Overall test planning, management, and reporting.  
- Testers: Test case design, execution, and defect logging.

# Schedule

- Test Planning: 2 days  
- Test Case Design: 3 days  
- Test Execution: 5 days  
- Test Reporting: 2 days

# Risks and Mitigations

Risk: Delay in environment setup.  
- Mitigation: Ensure environment is set up well in advance.  
  
Risk: Unavailability of test data.  
- Mitigation: Prepare test data as part of the initial setup.