

# Comprehensive Manual QA Checklist (Teamwork Format)

This can be structure as a **task list in Teamwork**, grouped into sections like below. Each bullet can be a **task or subtask**, assigned with due dates and priority.

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## 1. Project Setup & Planning

### Task List: QA Planning

- Join Teamwork project and verify QA access.
  - Create QA task list and categorize by test type (Functional, UI/UX, Responsive, etc.).
  - Review project documentation (requirements, designs, user stories).
  - Coordinate with PM/Dev to confirm scope and deadlines.
  - Request test environment (staging link, credentials, DB access).
  - Add time estimates to QA tasks.
  - Define test plan (test areas, timelines, responsibilities).
  - Set up a QA folder in Teamwork Files or Docs for test cases, reports, etc.
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## 2. Test Preparation

### Task List: Test Design

- Create or update manual test cases (Test Case ID, Title, Steps, Expected Result).
- Link test cases to specific features/modules (e.g., "Contact Form", "Checkout").
- Prepare test data (test users, emails, phone numbers, dummy content).
- Review design mockups (Figma/Sketch/Zepplin) for UI validation.
- Document known limitations or out-of-scope items.

- Add checklist in each test case for device/browser combinations.
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### **3. Functional Testing**

#### **Task List: Functional Testing**

- Test all links and buttons for expected behavior.
  - Test form submissions (validation, error messages, success behavior).
  - Validate input fields: character limits, formats, required/optional.
  - Check login, registration, logout functionality.
  - Test business logic (e.g., discounts, conditional flows, pricing updates).
  - Confirm error handling (404 pages, validation messages).
  - Test file uploads, downloads, email confirmations.
  - Edge case testing (e.g., invalid data, empty input, back/forward navigation).
  - Cross-page functionality (e.g., session persistence after login).
  - Confirm database updates (if visible through UI or logs).
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### **4. UI/UX Testing**

#### **Task List: UI/UX Validation**

- Match layout to design specs (fonts, sizes, spacing, alignment).
- Check color contrast and accessibility basics.
- Validate hover and active states (buttons, links, inputs).
- Test tooltips, modals, dropdowns, and accordions.
- Validate icon display and resolution (especially SVGs and font icons).
- Ensure no overlapping, cut-off, or misaligned content.

- Verify smooth scroll, animation triggers, and loading states.
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## **5. Responsive Testing**

### **Task List: Mobile & Tablet Testing**

- Test site on real devices and/or emulators (Android, iOS).
  - Check responsiveness for:
    - Mobile Portrait (360x640)
    - Mobile Landscape (640x360)
    - Tablet Portrait (768x1024)
    - Tablet Landscape (1024x768)
  - Confirm header, navigation, and footer behavior on small screens.
  - Test sticky elements, off-canvas menus, and touch responsiveness.
  - Validate font readability and tap target size.
  - Check collapsible content (accordions, tabs, filters).
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## **6. Cross-Browser Testing**

### **Task List: Browser Compatibility**

- Test in latest versions of:
  - Google Chrome
  - Mozilla Firefox
  - Safari (macOS, iOS)
  - Microsoft Edge
  - (Optional) Internet Explorer 11 (if required)

- Check layout consistency (alignment, breakpoints).
  - Identify JS errors or console warnings unique to any browser.
  - Validate animations and transitions.
  - Test file uploads, modals, and popups across browsers.
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## **7. Third-Party & Integration Testing**

### **Task List: Integration Verification**

- Test email marketing integrations (Mailchimp, Klaviyo, etc.).
  - Verify payment gateway integration (PayPal, Stripe, etc.).
  - Confirm API responses if visible in UI (e.g., dynamic content loads).
  - Check reCAPTCHA or spam protection.
  - Validate tracking tools (Google Analytics, Facebook Pixel).
  - Confirm social media links and sharing features.
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## **8. Bug Reporting & Triage**

### **Task List: Issue Reporting**

- Log bugs in Teamwork tasks (Bug title, Steps to Reproduce, Expected vs Actual).
  - Tag bugs by priority (Low, Medium, High, Blocker).
  - Attach screenshots, screen recordings, and browser/device info.
  - Assign bugs to developers with due dates.
  - Review and retest fixed issues (mark as Resolved or Reopen).
  - Add comments or notes during retesting if behavior changed.
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## 9. QA Documentation & Handoff

### Task List: Final QA Documentation

- Update test case results (Passed, Failed, Blocked).
  - Summarize defects and test coverage in a QA Report.
  - List known issues and recommendations.
  - Share QA sign-off document or message in Teamwork.
  - Mark QA tasks as complete.
  - Archive test data and files in QA folder.
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## 10. Post-Release Checks (Optional)

### Task List: UAT/Production Validation

- Perform smoke testing on live site after deployment.
- Check DNS, SSL, caching, and performance on production.
- Validate critical paths (login, checkout, contact form).
- Recheck integrations (emails, payments, tracking).
- Update QA documentation with post-release notes.