Drupal 8 Migration Quality Assurance Plan

# Purpose

The purpose of this document is to provide details on the deliverable milestones and processes used to ensure the migration meets the needs of its users both public and internal.

# Terms

* Drupal: Web Based content management system
* D7: Drupal version 7
* D8: Drupal version 8
* JCL: Johnson County Library

# Staff

The following staff will be involved in the migration.

* Andrew Patterson: Backend Developer
* Cheryl Sickles: UI/UX Developer
* Bruce Alderman: White box testing/Coding oversight
* Michelle Beesley: Project oversight
* Web Team Content Developers: Grey box testing

# Migration Goals

The goals for the migration are:

* Migrate content from D7 to D8
* Normalize field naming practices
* Normalize content types and their usage
* Normalize view generation and naming scheme
* Cull unnecessary/unused content
* Normalize implementation of Context, Display Suite, Moderation, and Views
* Clean up roles and permissions
* Limit changes to the user experience

# Documentation Locations

Documentation for the various aspects of the migration are stored in the following locations:

* **Custom code and files**: Drupal 8 repository on the JCL git server
* **Migration To Dos, QA reports, and Notes**: [Basecamp](https://3.basecamp.com/3433157/buckets/1168817/todolists/634918212)
* **Bugs and Feature Requests**: [DoneDone](https://jclibrary.mydonedone.com/IssueTracker). Project: Drupal 8

# Timeline and Milestones

The migration timeline is broken down into one to two week blocks depending on the complexity/size of the task. The week following a task is used for Quality Assurance, fixes based on QA, and documentation. Some tasks, because of their simplicity, will have QA time built into the task. An example would be the setup for importing feeds from Bibliocommons content and Events. The official due date for each milestone is when QA and adjustments have been finished.

|  |  |
| --- | --- |
| Milestone | Due Date |
| Finalized migration files | 10/20/2017 |
| Display Suite setup for content types | 11/3/2017 |
| Non-Display Suite Views setup | 12/1/2017\* |
| Event feed and Bibliocommons Feed setup | 12/8/2017 |
| Context setup | 1/5/2017\* |
| Converting D7 CSS to D8 | 1/26/2018 |
| Custom theme and TPL migration | 3/2/2018 |
| Setup Sanitizer code | 3/16/2018 |
| Setup custom JCL modules | 4/6/2018 |
| User role, permissions and moderation setup | 4/27/2018 |
| ADA cleanup+ | 5/11/2108 |
| Improvements/Enhancements+ | 5/25/2018 |
| Additions (content types/structures)+ | 6/8/2018 |
| Final QA for optional changes+ | 6/15/2018 |
| Final sync and go live | 6/22/2018 |

\* break during resulting from holidays

+ optional

# Quality Assurance

The week (or two depending on the complexity) following a task involves the systematic approach to quality assurance. During this time, a specific list of tests is generated and used to verify the completion of a task. The backend developer will conduct a quality assurance test, make corrections, and document the results in a report shared on the basecamp thread associated with the task. Once this is completed, the quality assurance testing is given to the testing team for further evaluation. Any bugs encountered during this part of the testing will be entered into DoneDone and assigned to the appropriate developer. An example of a report is available [here](https://docs.google.com/spreadsheets/d/1id1zPa5IifBnQsV-gjVd2lhRE7XwunpD7dQz3cvKi3E/edit#gid=26547844). The nature of the testing will change depending on the task. In most cases, the original D7 content will be used for comparison purposes.

It is during this process that a task will be determined complete. If a task is determined to be incomplete, a report will be generated detailing the issues and what steps are needed to complete the task. It will then be determined if the task needs more time allocated to complete or if the task needs to be moved to a later time in the development process.

# Bug and Issue Tracking

Bugs will be added to DoneDone with one bug per ticket. The ticket will be assigned the project “Drupal 8” and assigned to the appropriate developer. The Developer will then use the following matrix to assign a severity.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 100% - 75% | 75% - 50% | 50% - 25 % | < 25 % |
| Crash | Priority 1 | Priority 1 | Priority 1 | Priority 1 |
| Non-Functioning | Priority 1 | Priority 1 | Priority 1 | Priority 2 |
| Incorrectly Functioning | Priority 1 | Priority 1 | Priority 2 | Priority 2 |
| Incorrectly Functioning with workaround | Priority 1 | Priority 2 | Priority 2 | Priority 3-4 |
| Performance | Priority 2 | Priority 2 | Priority 3-4 | Priority 3-4 |
| Cosmetic | Priority 2 | Priority 3-4 | Priority 3-4 | Priority 3-4 |

All priority 1 bugs must be addressed prior the website being finalized and rolled live. In addition, bugs in DoneDone will be automatically closed a week following being marked complete by the developer.