



## Core Testing>Day 5>Basic Testing

Instructor Guide



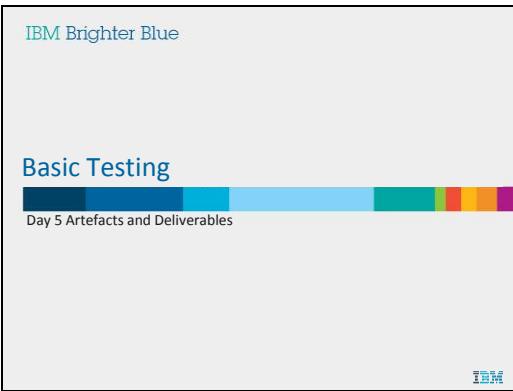
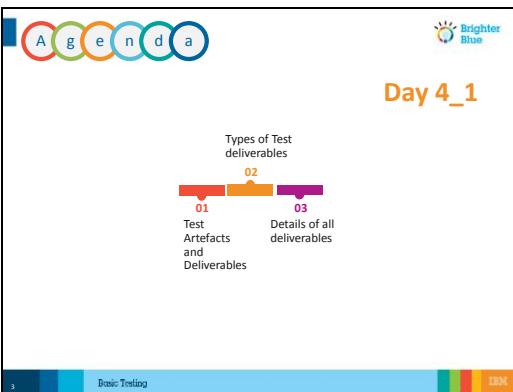
## Contents

MODULE 01: TEST ARTEFACTS AND DELIVERABLES

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# Basic testing>Day 5>Artefacts and Deliverables

## Module 01: Test Artefacts and Deliverables

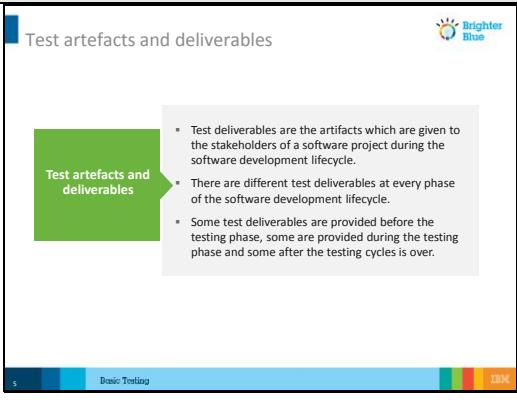
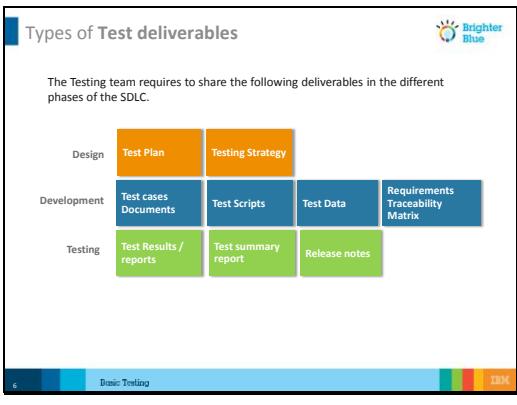
Slide Content	Instructor Guide	Use this space for your own notes
<p>Slide 1</p> 		
<p>Slide 2</p>  <p>This course consists of one module which is divided into three sections, each describing the various</p>	<p><b>Purpose:</b> To go cover the training program agenda</p> <p><b>Approximate Duration:</b> 5-15 minutes depending on length of program</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>Distribute the Participant guides and Program attendance sheets</li> <li>Go over the agenda for each of the days. Briefly describe the subject areas that will be covered and the activities that will be performed (exercises, case studies). Address the expectations that the participants listed in their</li> </ul>	

## Basic testing>Day 5>Artefacts and Deliverables

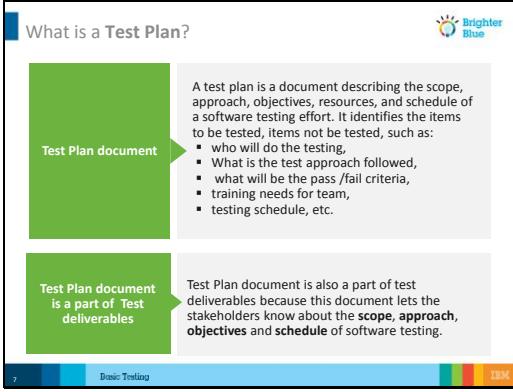
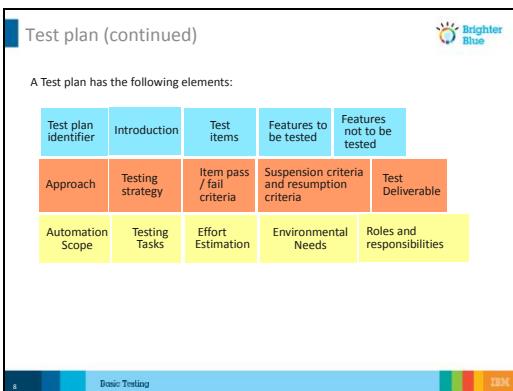
Slide Content	Instructor Guide	Use this space for your own notes
aspects of Test Artefacts and Deliverables	<p>introductions. Include information about breaks, lunch and so on. while describing the agenda.</p> <ul style="list-style-type: none"> <li>• Inform the participants about the evaluation criteria and end of course assessments.</li> <li>• Inform the participants that you expect highly interactive sessions and that you welcome any questions that they might have.</li> <li>• Ask that all participants turn off their phones or put them in silent mode. Inform them that if they are found to be using their phones or any mobile devices during the sessions that it will be confiscated and returned only at the end of the day.</li> <li>• Inform the participants of the location of exits (in case of fires or any other emergencies).</li> <li>• Go over the format of the Participant guide. Encourage them to take notes as the course using the Notes pages provided in the guide.</li> </ul>	

Slide Content	Instructor Guide	Use this space for your own notes
<p>Slide 3</p>  <p>At the end of this module, you should be able to:</p> <ul style="list-style-type: none"> <li>• Define what are Test Artefacts and Deliverables</li> <li>• List the different types of deliverables</li> <li>• Discuss in detail about all the deliverables</li> </ul>	<p><b>Purpose:</b> To go cover the objectives of this module</p> <p><b>Approximate Duration:</b> 2 mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>• Tell the participants that we will discuss in detail about Test Artefacts and Deliverables and different types of Test Deliverables</li> </ul>	
<p>Slide 4</p>	<p><b>Purpose:</b> To know about Test Artefacts and Deliverables</p> <p><b>Approximate Duration:</b> 2 mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>• Tell the participants about Test deliverables and artefacts</li> <li>• Point out why they are important in</li> </ul>	

# Basic testing>Day 5>Artefacts and Deliverables

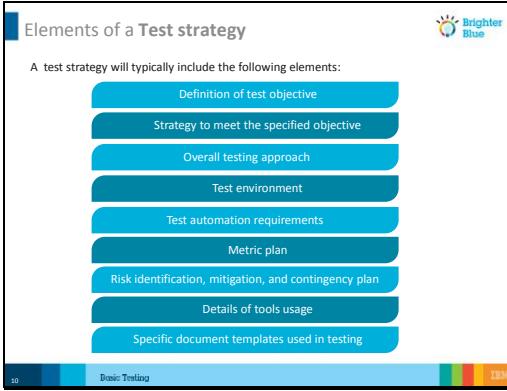
Slide Content	Instructor Guide	Use this space for your own notes												
 <p>Test artefacts and deliverables</p> <p><b>Test artefacts and deliverables</b></p> <ul style="list-style-type: none"> <li>Test deliverables are the artifacts which are given to the stakeholders of a software project during the software development lifecycle.</li> <li>There are different test deliverables at every phase of the software development lifecycle.</li> <li>Some test deliverables are provided before the testing phase, some are provided during the testing phase and some after the testing cycles is over.</li> </ul> <p>5 Basic Testing 100%</p>	<p>the software development cycle.</p>													
<p>Slide 5</p>  <p>Types of Test deliverables</p> <p>The Testing team requires to share the following deliverables in the different phases of the SDLC.</p> <table border="1"> <tr> <td>Design</td> <td>Test Plan</td> <td>Testing Strategy</td> </tr> <tr> <td>Development</td> <td>Test cases Documents</td> <td>Test Scripts</td> <td>Test Data</td> <td>Requirements Traceability Matrix</td> </tr> <tr> <td>Testing</td> <td>Test Results / reports</td> <td>Test summary Report</td> <td>Release notes</td> </tr> </table> <p>6 Basic Testing 100%</p>	Design	Test Plan	Testing Strategy	Development	Test cases Documents	Test Scripts	Test Data	Requirements Traceability Matrix	Testing	Test Results / reports	Test summary Report	Release notes	<p><b>Purpose:</b> To list the different types of Test Deliverables</p> <p><b>Approximate Duration:</b> 2mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>Ask the participants if they know the full form of SDLC (Software Development Life Cycle)</li> <li>Tell the participants about the different types of Test deliverables that are required in the different phases of SDLC</li> <li>It would be great if you can use the whiteboard and marker to write down the phases of the SDLC and map the</li> </ul>	
Design	Test Plan	Testing Strategy												
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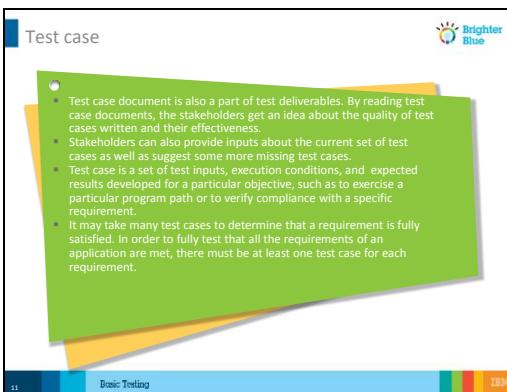
Slide Content	Instructor Guide	Use this space for your own notes
	deliverables to them	
<b>Slide 6</b> 	<p><b>Purpose:</b> To know what is a Test Plan and how it is related with Test deliverables</p> <p><b>Approximate Duration:</b> 3 mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>Tell the participants about a Test Plan – what is it and how it is related to the Test deliverables</li> <li>Make sure you cover the points in the notes section of the slide (also in the Slide Content Column of this document).</li> </ul>	
<b>Slide 7</b> 	<p><b>Purpose:</b> To list all the Test Plan elements</p> <p><b>Approximate Duration:</b> 5 mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>Start by asking them what they feel should be included in a Test plan</li> <li>Point out all the following elements of a Test plan to the participants: <ul style="list-style-type: none"> <li>Test plan identifier</li> <li>Introduction</li> </ul> </li> </ul>	

Slide Content	Instructor Guide	Use this space for your own notes
	<ul style="list-style-type: none"> <li>• Test items</li> <li>• Features to be tested</li> <li>• Features not to be tested</li> <li>• Approach</li> <li>• Testing strategy</li> <li>• Item pass / fail criteria</li> <li>• Suspension criteria and resumption criteria</li> <li>• Test deliverable</li> <li>• Automation scope</li> <li>• Testing tasks</li> <li>• Effort estimation</li> <li>• Environmental needs</li> <li>• Roles and responsibilities</li> </ul>	
Slide 8	<p><b>Purpose:</b> To tell the participants about Test Strategy and its importance as a test deliverable</p> <p><b>Approximate Duration:</b> 4 mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>• Tell the participants about Test</li> </ul>	

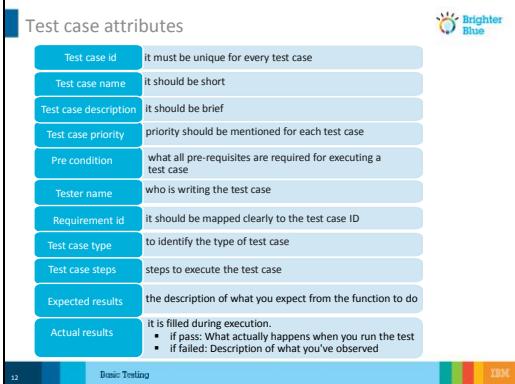
# Basic testing>Day 5>Artefacts and Deliverables

Slide Content	Instructor Guide	Use this space for your own notes
 <p>Test strategy</p> <p><b>What is a Test strategy</b></p> <ul style="list-style-type: none"> <li>▪ Test strategy is a very important test deliverable, the test strategy which is followed for testing should be informed to the project stakeholders.</li> <li>▪ It is a statement of the overall approach of testing to meet the business and test objectives.</li> </ul> <p><b>When is it prepared</b></p> <ul style="list-style-type: none"> <li>▪ It is a plan level document and has to be prepared in the requirement stage of the project.</li> </ul> <p><b>Why is it important</b></p> <ul style="list-style-type: none"> <li>▪ Developing a test strategy which effectively meets the needs of the organization / project is critical to the success of the software development.</li> <li>▪ It identifies the methods, techniques and tools to be used for testing.</li> <li>▪ It can be a project or an organization specific.</li> <li>▪ Define the strategy upfront before the actual testing helps in planning the test activities.</li> </ul> <p><b>What is the success criteria</b></p> <ul style="list-style-type: none"> <li>▪ An effective strategy has to meet the project and business objectives.</li> </ul> <p>9 Basic Testing 100%</p>	<p>Strategy.</p> <ul style="list-style-type: none"> <li>• Explain why a test strategy is required and hence its importance as a test deliverable.</li> <li>• Clearly explain how a Test strategy helps to meet the business and test objectives. It would be great if you can use a real life example to explain this point.</li> </ul>	
<p>Slide 9</p>  <p>Elements of a Test strategy</p> <p>A test strategy will typically include the following elements:</p> <ul style="list-style-type: none"> <li>Definition of test objective</li> <li>Strategy to meet the specified objective</li> <li>Overall testing approach</li> <li>Test environment</li> <li>Test automation requirements</li> <li>Metric plan</li> <li>Risk identification, mitigation, and contingency plan</li> <li>Details of tools usage</li> <li>Specific document templates used in testing</li> </ul> <p>10 Basic Testing 100%</p>	<p><b>Purpose:</b> To tell the participants about the elements of Test Strategy</p> <p><b>Approximate Duration:</b> 2 mins</p> <p><b>What to cover:</b></p> <p>Tell the participants about the following elements of a Test strategy:</p> <ul style="list-style-type: none"> <li>• Definition of test objective</li> <li>• Strategy to meet the specified objective</li> <li>• Overall testing approach</li> <li>• Test environment</li> <li>• Test automation requirements</li> </ul>	

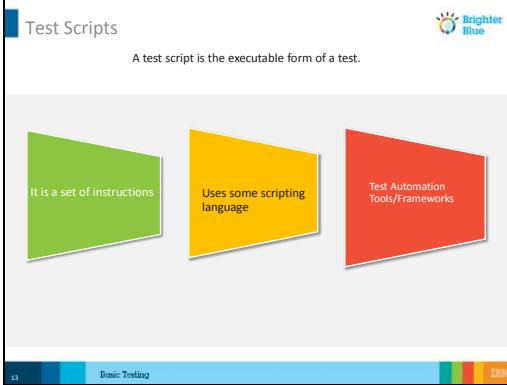
# Basic testing>Day 5>Artefacts and Deliverables

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	<ul style="list-style-type: none"> <li>Metric plan</li> <li>Risk identification, mitigation and contingency plan</li> <li>Details of tools usage</li> <li>Specific document templates used in testing</li> </ul>	
<p>Slide 10</p>  <p>The slide content is a green box containing a bulleted list about test cases. It includes a 'Test case' icon and a 'Brighter Blue' logo.</p> <ul style="list-style-type: none"> <li>Test case document is also a part of test deliverables. By reading test case documents, the stakeholders get an idea about the quality of test cases written and their effectiveness.</li> <li>Stakeholders can also provide inputs about the current set of test cases as well as suggest some more missing test cases.</li> <li>Test case is a set of test inputs, execution conditions, and expected results developed for a particular objective, such as to exercise a particular program path or to verify compliance with a specific requirement.</li> <li>It may take many test cases to determine that a requirement is fully satisfied. In order to fully test that all the requirements of an application are met, there must be at least one test case for each requirement.</li> </ul>	<p><b>Purpose:</b> To describe a Test case document</p> <p><b>Approximate Duration:</b> 5 mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>Introduce the participants to the Test case document</li> <li>Explain how it helps the stakeholders</li> </ul>	
<p>Slide 11</p>	<p><b>Purpose:</b> To tell the participants about Test case attributes</p> <p><b>Approximate Duration:</b> 3 mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>Explain each of the following attributes of a Test case to the</li> </ul>	

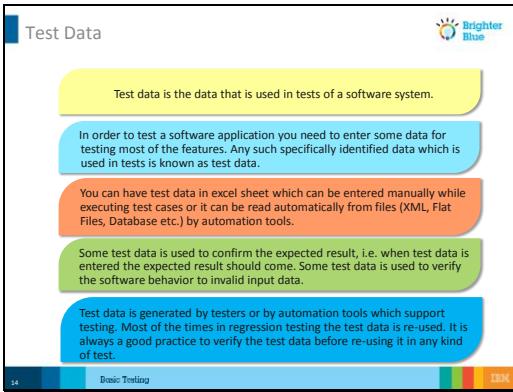
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 <table border="1"> <tr> <td>Test case id</td> <td>It must be unique for every test case</td> </tr> <tr> <td>Test case name</td> <td>It should be short</td> </tr> <tr> <td>Test case description</td> <td>It should be brief</td> </tr> <tr> <td>Test case priority</td> <td>Priority should be mentioned for each test case</td> </tr> <tr> <td>Pre condition</td> <td>What all pre-requisites are required for executing a test case</td> </tr> <tr> <td>Tester name</td> <td>Who is writing the test case</td> </tr> <tr> <td>Requirement id</td> <td>It should be mapped clearly to the test case ID</td> </tr> <tr> <td>Test case type</td> <td>To identify the type of test case</td> </tr> <tr> <td>Test case steps</td> <td>Steps to execute the test case</td> </tr> <tr> <td>Expected results</td> <td>The description of what you expect from the function to do</td> </tr> <tr> <td>Actual results</td> <td>It is filled during execution.           <ul style="list-style-type: none"> <li>▪ If pass: What actually happens when you run the test</li> <li>▪ If failed: Description of what you've observed</li> </ul> </td> </tr> </table>	Test case id	It must be unique for every test case	Test case name	It should be short	Test case description	It should be brief	Test case priority	Priority should be mentioned for each test case	Pre condition	What all pre-requisites are required for executing a test case	Tester name	Who is writing the test case	Requirement id	It should be mapped clearly to the test case ID	Test case type	To identify the type of test case	Test case steps	Steps to execute the test case	Expected results	The description of what you expect from the function to do	Actual results	It is filled during execution. <ul style="list-style-type: none"> <li>▪ If pass: What actually happens when you run the test</li> <li>▪ If failed: Description of what you've observed</li> </ul>	<p>participants:</p> <ul style="list-style-type: none"> <li>• Test case id: it must be unique for every test case</li> <li>• Test case name: it should be short</li> <li>• Test case description: it should be brief</li> <li>• Test case priority: priority should be mentioned for each test case</li> <li>• Pre-condition: what all pre-requisites are required for executing a test case</li> <li>• Tester name: who is writing the test case</li> <li>• Requirement id: it should be mapped clearly to the test case id.</li> <li>• Test case type: to identify the type of test case</li> <li>• Test case steps: steps to execute the test case</li> </ul>	
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Slide 12	<p><b>Purpose:</b> To tell the participants about Test Scripts</p> <p><b>Approximate Duration:</b> 5 mins</p> <p><b>What to cover:</b></p>																							

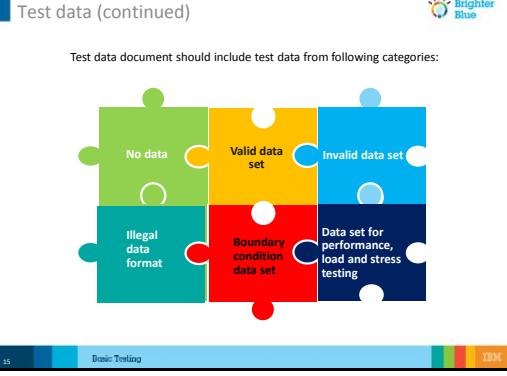
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 <p>The slide content includes:</p> <ul style="list-style-type: none"> <li>A Test Script is a set of instructions (written using a scripting/programming language) that is performed on a system under test to verify that the system performs as expected. Test scripts are used in automated testing.</li> <li><b>Uses some scripting language</b> - Some scripting languages used in automated testing are:       <ul style="list-style-type: none"> <li>—JavaScript</li> <li>—Perl</li> <li>—Python</li> <li>—Unix Shell Script</li> <li>—VBScript</li> </ul> </li> <li><b>s</b> - There are also many Test Automation Tools/Frameworks that generate the test scripts for you; without the need for actual coding. Many of these tools have their own scripting languages (some of them based</li> </ul>	<ul style="list-style-type: none"> <li>Tell the participants about the Test scripts and their usage in automated testing.</li> <li>List the scripting languages used in automated testing.</li> <li>Make sure you cover the points in the notes section of the slide (also in the Slide Content Column of this document).</li> </ul>	

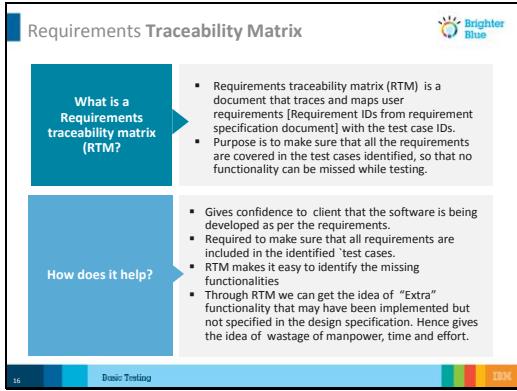
# Basic testing>Day 5>Artefacts and Deliverables

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<p>on a core scripting languages). For example, Sikuli, a GUI automation tool, uses Sikuli Script which is based on Python</p>		
<p>Slide 13</p>  <ul style="list-style-type: none"> <li>• Test data is the data that is used in tests of a software system.</li> <li>• In order to test a software application you need to enter some data for testing most of the features. Any such specifically identified data which is used in tests is known as test data.</li> <li>• You can have test data in excel sheet which can be entered manually while executing test cases or it can be read automatically from files (XML, Flat Files, Database etc.) by automation tools.</li> <li>• Some test data is used to confirm the expected result, i.e. when test data is entered the expected result should come. Some test data is used to verify the software behavior to invalid input data.</li> </ul> <p>Test data is generated by testers or by automation tools which support testing. Most of the times in regression testing the test data is re-used. It is always a good practice to verify the test data before re-using it in any kind of test.</p> <p>14 Basic Testing IBM</p>	<p><b>Purpose:</b> To tell the participants about Test data that is used in software system</p> <p><b>Approximate Duration:</b> 3mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>• Define Test data to the participants – is the data that is used in tests of a software system.</li> <li>• Tell them how it can either be entered manually while executing test cases or can be read automatically from files by automation tools.</li> <li>• Explain each point on the slide and check if the participants have any questions.</li> </ul>	
<p>Slide 14</p>	<p><b>Purpose:</b> To tell about test data that should be included in test data document</p>	

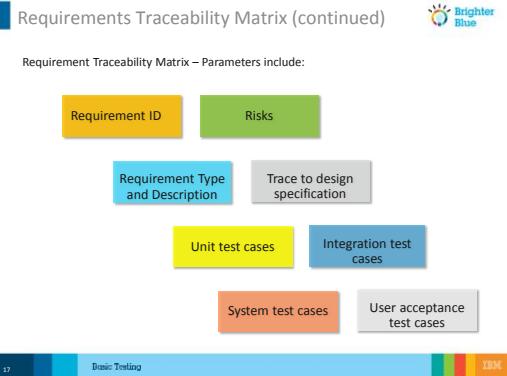
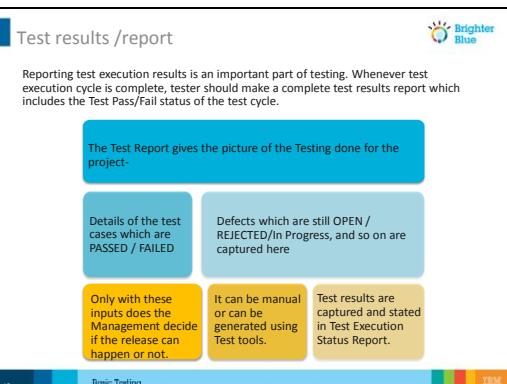
# Basic testing>Day 5>Artefacts and Deliverables

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<p>Test data (continued)</p> <p>Test data document should include test data from following categories:</p>  <p>15 Basic Testing 100%</p> <ul style="list-style-type: none"> <li><b>No data:</b> Run your test cases on blank or default data. See if proper error messages are generated.</li> <li><b>Valid data set:</b> Create it to check if application is functioning as per requirements and valid input data is properly saved in database or files.</li> <li><b>Invalid data set:</b> Prepare invalid data set to check application behavior for negative values, and alphanumeric string inputs.</li> <li><b>Illegal data format:</b> Make one data set of illegal data format. System should not accept data in invalid or illegal format. Also check proper error messages are generated.</li> <li><b>Boundary condition data set:</b> Data set containing out of range data. Identify application boundary cases and prepare data set that will cover lower as well as</li> </ul>	<p><b>Approximate Duration:</b> 5mins</p> <p><b>What to cover:</b></p> <p>Tell the participants about the following categories of test data that should be included in test data document:</p> <ul style="list-style-type: none"> <li><b>No data:</b> Run your test cases on blank or default data. See if proper error messages are generated.</li> <li><b>Valid data set:</b> Create it to check if application is functioning as per requirements and valid input data is properly saved in database or files.</li> <li><b>Invalid data set:</b> Prepare invalid data set to check application behavior for negative values, and alphanumeric string inputs.</li> <li><b>Illegal data format:</b> Make one data set of illegal data format. System should not accept data in invalid or illegal format. Also check proper error messages are generated.</li> <li><b>Boundary condition data set:</b> Data set containing out of range data. Identify application boundary cases and</li> </ul>	

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<p>upper boundary conditions.</p> <ul style="list-style-type: none"> <li><b>Data set for performance, load and stress testing:</b> This data set should be large in volume.</li> </ul>	<p>prepare data set that will cover lower as well as upper boundary conditions.</p> <ul style="list-style-type: none"> <li><b>Data set for performance, load and stress testing:</b> This data set should be large in volume.</li> </ul>	
<p>Slide 15</p>  <p>The slide content includes a title 'Requirements Traceability Matrix' and two main sections: 'What is a Requirements traceability matrix (RTM?)' and 'How does it help?'. The 'What is a Requirements traceability matrix (RTM?)' section defines RTM as a document that traces and maps user requirements [Requirement IDs from requirement specification document] with the test case IDs. It states the purpose is to make sure that all the requirements are covered in the test cases identified, so that no functionality can be missed while testing. The 'How does it help?' section lists benefits such as giving confidence to client that the software is being developed as per the requirements, ensuring all requirements are included in test cases, making it easy to identify missing functionalities, and identifying extra functionality implemented. The slide is from 'Basic Testing' and includes the Brighter Blue logo.</p>	<p><b>Purpose:</b> To discuss what is Requirements Traceability Matrix and its usage</p> <p><b>Approximate Duration:</b> 5mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>Explain to the participants about Requirements Traceability Matrix and its usage</li> </ul>	
<p>Slide 16</p>	<p><b>Purpose:</b> To tell the participants about parameters included in Requirements Traceability Matrix</p> <p><b>Approximate Duration:</b> 2mins</p> <p><b>What to cover:</b></p> <p>Describe the following parameters included in Requirements Traceability Matrix:</p> <ul style="list-style-type: none"> <li>Requirement ID</li> </ul>	

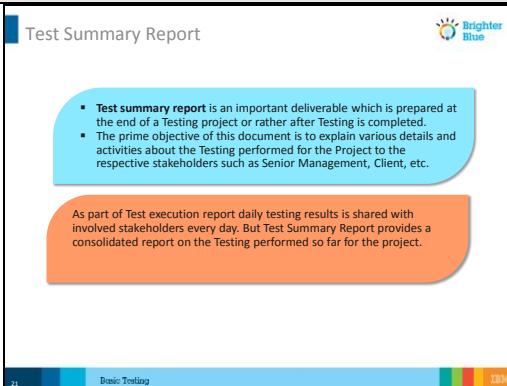
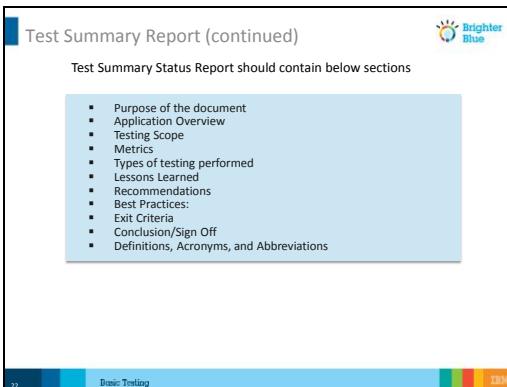
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<p>Requirements Traceability Matrix (continued)</p> <p>Requirement Traceability Matrix – Parameters include:</p>  <p>17 Basic Testing 100%</p>	<ul style="list-style-type: none"> <li>Risks</li> <li>Requirement Type and Description</li> <li>Trace to design specification</li> <li>Unit test cases</li> <li>Integration test cases</li> <li>System test cases</li> <li>User acceptance test cases</li> </ul>	
<p>Slide 17</p> <p>Test results /report</p> <p>Reporting test execution results is an important part of testing. Whenever test execution cycle is complete, tester should make a complete test results report which includes the Test Pass/Fail status of the test cycle.</p>  <p>18 Basic Testing 100%</p>	<p><b>Purpose:</b> To tell the participants about reporting test execution results and its importance</p> <p><b>Approximate Duration:</b> 3mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>Explain to the participants why a test report is important</li> <li>Tell the participants why a test report is important to get a complete idea about Testing</li> </ul>	
<p>Slide 18</p>	<p><b>Purpose:</b> To discuss with the participants about the importance of the Test Execution status report</p> <p><b>Approximate Duration:</b> 10mins</p>	

# Basic testing>Day 5>Artefacts and Deliverables

Slide Content	Instructor Guide	Use this space for your own notes
<p>Test Results /report (continued)</p> <div style="background-color: #f4a460; color: white; padding: 5px; margin-bottom: 10px;"> <b>Test Execution Status Report</b> <ul style="list-style-type: none"> <li>▪ This is a communication sent out to establish transparency to the QA team's activities of the day during the test cycle – includes both defect information and test case run information.</li> <li>▪ It is sent to Development team, Environment support team, Business analyst, and the project team.</li> </ul> </div> <p>19 Basic Testing 100%</p>	<p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>• Tell the participants what a Test Execution status report.</li> <li>• Mention when it is used.</li> <li>• Point out the importance of Test Execution status reports with them.</li> </ul>	
<p>Slide 19</p> <div style="background-color: #f4a460; color: white; padding: 10px;"> <p>Test Results /report (continued)</p> <p>Test Execution Status Report should contain the following 10 points:</p> <ol style="list-style-type: none"> <li>1. Number of test cases planned for that day</li> <li>2. Number of test cases executed – that day</li> <li>3. Number of test cases executed overall</li> <li>4. Number of defects encountered that day/and their respective states</li> <li>5. Number of defect encountered so far/and their respective states</li> <li>6. Number of critical defects- still open</li> <li>7. Environment downtimes – if any</li> <li>8. Showstoppers – if any</li> <li>9. Attachment of the test execution sheet / Link to the <a href="#">test management tool</a> where the test cases are placed</li> <li>10. Attachment to the bug report/link to the defect/test management tool used for incident management</li> </ol> </div> <p>20 Basic Testing 100%</p>	<p><b>Purpose:</b> To discuss with the participants about test execution test report</p> <p><b>Approximate Duration:</b> 3 mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>• Explain to the participants about test execution test report and the important points it should contain.</li> </ul>	
<p>Slide 20</p>	<p><b>Purpose:</b> To explain what is Test Summary Report and how it gives a clear idea about the testing done for the project</p> <p><b>Approximate Duration:</b> 15mins</p>	

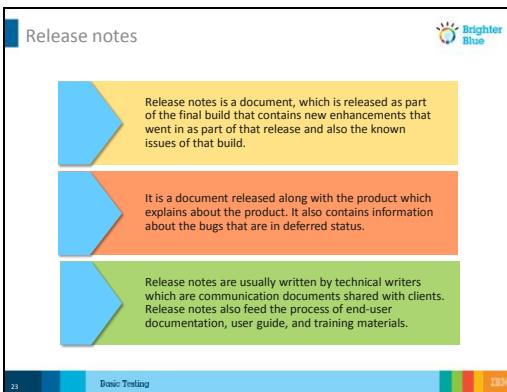
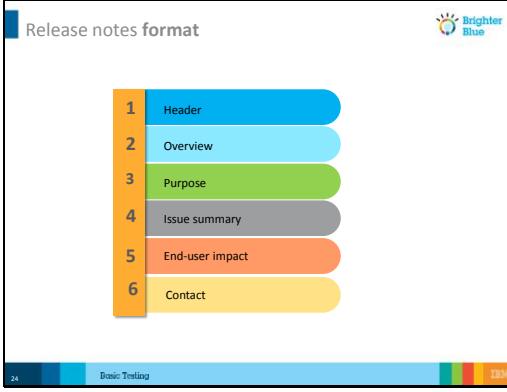
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Slide Content	Instructor Guide	Use this space for your own notes
 <p>Test Summary Report</p> <ul style="list-style-type: none"> <li>▪ <b>Test summary report</b> is an important deliverable which is prepared at the end of a Testing project or rather after Testing is completed.</li> <li>▪ The prime objective of this document is to explain various details and activities about the Testing performed for the Project to the respective stakeholders such as Senior Management, Client, etc.</li> </ul> <p>As part of Test execution report daily testing results is shared with involved stakeholders every day. But Test Summary Report provides a consolidated report on the Testing performed so far for the project.</p> <p>21 Basic Testing 100%</p>	<p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>• Explain why a Test Summary Report is an important deliverable</li> </ul>	
<p>Slide 21</p>  <p>Test Summary Report (continued)</p> <p>Test Summary Status Report should contain below sections</p> <ul style="list-style-type: none"> <li>▪ Purpose of the document</li> <li>▪ Application Overview</li> <li>▪ Testing Scope</li> <li>▪ Metrics</li> <li>▪ Types of testing performed</li> <li>▪ Lessons Learned</li> <li>▪ Recommendations</li> <li>▪ Best Practices:</li> <li>▪ Exit Criteria</li> <li>▪ Conclusion/Sign Off</li> <li>▪ Definitions, Acronyms, and Abbreviations</li> </ul> <p>22 Basic Testing 100%</p> <ul style="list-style-type: none"> <li>• <b>Purpose of the document:</b> Short description about the objective of preparing the document</li> <li>• <b>Application Overview:</b> Brief description about the application tested</li> </ul>	<p><b>Purpose:</b> To explain what is Test Summary Report and how it gives a clear idea about the testing done for the project</p> <p><b>Approximate Duration:</b> 15 mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>• Explain why a Test Summary Report is an important deliverable.</li> <li>• Make sure you cover the points in the notes section of the slide (also in the Slide Content Column of this document).</li> </ul>	

Slide Content	Instructor Guide	Use this space for your own notes
<ul style="list-style-type: none"> <li>• <b>Testing Scope:</b> This section explains about the functions/modules in scope and out of scope for testing; Any items which are not tested due to any constraints/dependencies/restrictions</li> <li>• <b>Metrics:</b> Metrics will help to understand the test execution results, status of test cases and defects and so on. Required Metrics can be added as necessary. Example: Defect Summary-Severity wise; Defect Distribution-Function/Module wise; Defect Ageing and so on. Charts/Graphs can be attached for better visual representation</li> <li>• <b>Types of testing performed:</b> Describe the various types of Testing performed for the Project. This will make sure the application is being tested properly through testing types agreed as per Test Strategy.</li> <li>• <b>Test Environment and tools:</b> Provide details on Test Environment in which the Testing is carried out. Server, Database, Application URL and so on. If any Tools were used like Quality Center (now HP ALM) for logging defects</li> <li>• <b>Lessons Learned:</b> This section is used to describe the critical issues faced and their solutions (how they were solved during the Testing). Lessons learnt will help to make proactive decisions during the next Testing</li> </ul>		

Slide Content	Instructor Guide	Use this space for your own notes
<p>engagement, by avoiding these mistakes or finding a suitable workaround</p> <ul style="list-style-type: none"> <li>• <b>Recommendations :</b> Any workaround or suggestions can be mentioned here</li> <li>• <b>Best Practices:</b> There will be lot of activities done by the Testing team during the project. Some of them could have saved time, some proved to be a good and efficient way to work, and so on. These can be documented as a 'Value Add' to show case to the Stakeholders</li> <li>• <b>Exit Criteria:</b> Exit Criteria is defined as a Completion of Testing by fulfilling certain conditions like <ul style="list-style-type: none"> <li>(i) All planned test cases are executed;</li> <li>(ii) All Critical defects are closed and so on.</li> </ul> </li> <li>• <b>Conclusion/Sign Off:</b> This section will mention whether the Testing team agrees and gives a Green signal for the application to 'Go Live' or not, after the Exit Criteria was met. If the application does not meet the Exit Criteria, then it can be mentioned as – "The application is not suggested to 'Go Live'. It will be left with the decision of Senior Management and Client and other Stakeholders involved to take the call on whether the application can 'Go Live' or not</li> <li>• <b>Definitions, Acronyms, and Abbreviations</b>:This section mentions the meanings of</li> </ul>		

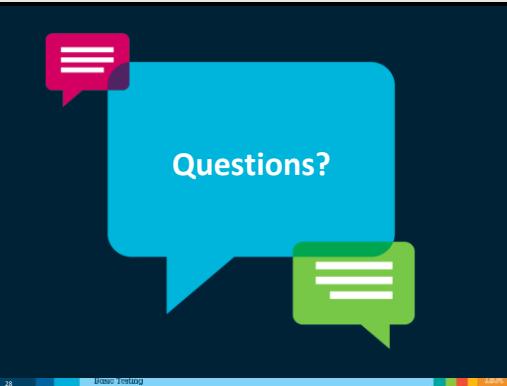
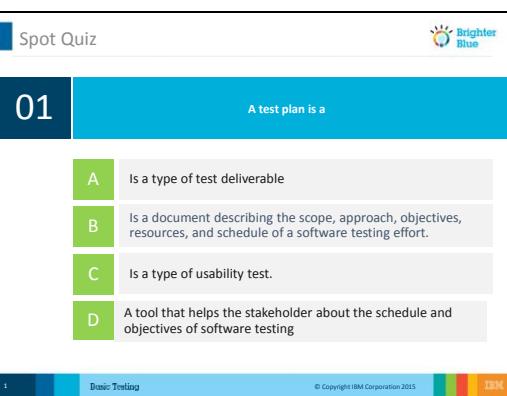
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Slide Content	Instructor Guide	Use this space for your own notes
Abbreviated terms used in this document and any other new definitions		
<p>Slide 22</p>  <p>Release notes</p> <ul style="list-style-type: none"> <li>Release notes is a document, which is released as part of the final build that contains new enhancements that went in as part of that release and also the known issues of that build.</li> <li>It is a document released along with the product which explains about the product. It also contains information about the bugs that are in deferred status.</li> <li>Release notes are usually written by technical writers which are communication documents shared with clients. Release notes also feed the process of end-user documentation, user guide, and training materials.</li> </ul> <p>23 Basic Testing IBM</p>	<p><b>Purpose:</b> To explain to the participants what are release notes.</p> <p><b>Approximate Duration:</b> 4 mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>Tell the participants why Release notes are important.</li> </ul>	
<p>Slide 23</p>  <p>Release notes format</p> <ol style="list-style-type: none"> <li>1 Header</li> <li>2 Overview</li> <li>3 Purpose</li> <li>4 Issue summary</li> <li>5 End-user impact</li> <li>6 Contact</li> </ol> <p>24 Basic Testing IBM</p> <ul style="list-style-type: none"> <li><b>Header:</b> Name of the document, which carries product name, release number,</li> </ul>	<p><b>Purpose:</b> To tell about the format of release notes to the participants</p> <p><b>Approximate Duration:</b> 5mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>Explain the format of a standard Release note to the participants.</li> <li>It would be great if you can show an example with the following sections:</li> <li><b>Header:</b> Name of the document, which carries product name, release number, release date, release note</li> </ul>	

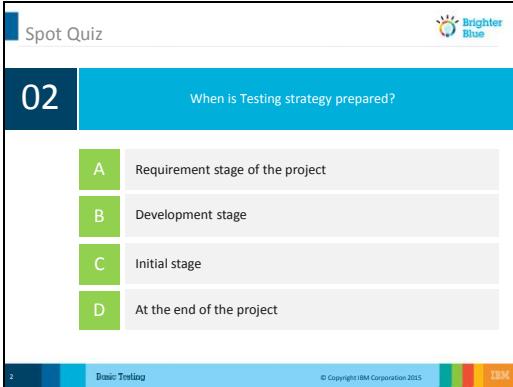
## Basic testing>Day 5>Artefacts and Deliverables

Slide Content	Instructor Guide	Use this space for your own notes
<p>release date, release note date and version.</p> <ul style="list-style-type: none"> <li>• <b>Overview:</b> An overview of the product and changes to the recent software version.</li> <li>• <b>Purpose:</b> An overview of the purpose of the release notes which lists the new feature, enhancements and defects of the current build.</li> <li>• <b>Issue summary:</b> Provides description about the defect.</li> <li>• <b>End-user impact:</b> Provides information about the end-users impact due to the defect.</li> <li>• <b>Contact:</b> Support contact information</li> </ul>	<p>date and version.</p> <ul style="list-style-type: none"> <li>• <b>Overview:</b> An overview of the product and changes to the recent software version.</li> <li>• <b>Purpose:</b> An overview of the purpose of the release notes which lists the new feature, enhancements and defects of the current build.</li> <li>• <b>Issue summary:</b> Provides description about the defect.</li> <li>• <b>End-user impact:</b> Provides information about the end-users impact due to the defect.</li> <li>• <b>Contact:</b> Support contact information.</li> </ul>	
Slide 24	<p><b>Approximate Duration:</b> 5 mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>• Ask the participants if they have any questions.</li> <li>• Include any questions that will be addressed later in the course as parking lot items</li> <li>• Use this activity to recap the key</li> </ul>	

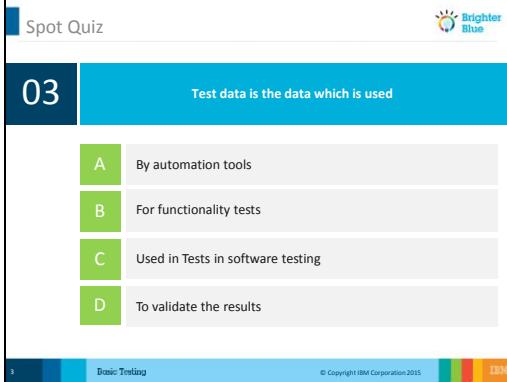
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Slide Content	Instructor Guide	Use this space for your own notes
	takeaways from this module	
<p>Slide 25</p> 	<p><b>Purpose:</b> To check knowledge of the participants and break the monotony.</p> <p><b>Approximate Duration:</b> 2 mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>Ask the participants the question on the slide. Treat the question as a poll - Ask them to raise their hands based on their answer.</li> <li>The correct answer is <b>B. Is a document describing the scope, approach, objectives, resources, and schedule of a software testing effort?</b></li> <li>Explain why B is the correct answer.</li> <li>For each incorrect answer, first explain</li> </ul>	

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Slide Content	Instructor Guide	Use this space for your own notes
	why it is incorrect and then point out the correct answer.	
<p>Slide 26</p> 	<p><b>Purpose:</b> To check knowledge of the participants and break the monotony.</p> <p><b>Approximate Duration:</b> 2 mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>Ask the participants the question on the slide. Treat the question as a poll - Ask them to raise their hands based on their answer.</li> <li>The correct answer is <b>A. Requirement stage of the project</b>. Explain why A is the correct answer.</li> <li>For each incorrect answer, first explain why it is incorrect and then point out the correct answer.</li> </ul>	
<p>Slide 27</p>	<p><b>Purpose:</b> To check knowledge of the participants and break the monotony.</p> <p><b>Approximate Duration:</b> 2 mins</p> <p><b>What to cover:</b></p> <ul style="list-style-type: none"> <li>Ask the participants the question on the slide. Treat the question as a poll - Ask them to raise their hands based</li> </ul>	

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Slide Content	Instructor Guide	Use this space for your own notes
 <p>03 Test data is the data which is used</p> <ul style="list-style-type: none"> <li>A By automation tools</li> <li>B For functionality tests</li> <li>C Used in Tests in software testing</li> <li>D To validate the results</li> </ul> <p>Basic Testing © Copyright IBM Corporation 2015 IBM</p>	<p>on their answer.</p> <ul style="list-style-type: none"> <li>• The correct answer is <b>C. Used in Tests in software testing</b>. Explain why C is the correct answer.</li> <li>• For each incorrect answer, first explain why it is incorrect and then point out the correct answer.</li> </ul>	