**Testing Activities & Check Lists that should be followed**

1. **Requirement Analysis:**

Members Involved: Project Manager, Analyst, Dev Team Lead, Developer, Team Lead & Tester.

Project Artifacts & Deliverables:

* XD’s
* System & Business Requirement Document
* Test Strategy Document
* Clarification Tracker
* Test Effort Tracker

1. Studying & Analyzing the specifications & project requirements from XD & requirement documents.
2. Preparing the Test plan based on the requirements. Test plan involves the scope of test and the estimation based on the timelines provided.
3. **Requirement Changes / Newly added requirements** needs to be tracked with its version change & detailed updates.
4. Identifying the different Types of testing that needs to be performed in the project as per client requests.
5. Preparing the Test Scope including the other types of testing that is applicable.

**Responsibilities of the Tester:**

Test Lead will provide a walk through on the Requirements & preparing the Test Strategy document that would be tested on each modules.

Test Strategy document involves the below items.

* + Project Objective
  + Test Regions
  + Test Requirements in detail with in scope items
  + Mention the Out of scope, any exclusions and dependencies if applicable
  + Maintaining up to date **Clarification tracker** **for all phases of testing.**
  + Mentioning the Time lines that is required for the project
  + **Test Effort Tracker**, to mention the Planned & Actual hours
  + Based on the requirement update, the Test Strategy document needs to be updated with its version change & detailed explanation.
  + Identification of Tools that would be used of Functional & Non-Functional Testing.

\*Every track of records should be maintained in its respective sheet.

\*Test Strategy & Test Effort Trackers needs to be signed off before the testing activities by the Project Manager / Analysts.

\*Clarifications & other confirmations needs to be communicated through mails.

1. **Test Design:**

Members Involved: Test Lead & Tester

Test Deliverables: Test Design Document, Field Validations Sheet, UI Testing Checklist, Clarifications Tracker & Test Effort Tracker

1. Preparing Test Cases document for the execution of the application.
2. Mention detailed description, steps to execute, expected & actual results in detail for a Test case.
3. Test Effort Trackers / Test Management Tool / PMS that is used for the projects should be updated with Planned & Actual hours spent on the tasks, with the Test Case Count.
4. **Field Validation Sheet –** Detailed Requirements on each field needs to be tracked & needs to be signed off before the execution.
5. **UI Checklist Sheet –** UI checklist for the project needs to be updated & needs to be signed off before the execution.
6. Clarifications during the Test Design Phase need to be tracked & closed with comments. The relevant documents need to be updated as well.
7. Review Comments provided by the Test Lead on the Test Design document needs to be fixed & updated.
8. **Test Execution:**

Members Involved: Test Lead & Tester

Test Deliverables: Test Execution Document, Bug Report, Field Validations Sheet, UI Testing Checklist, Clarifications Tracker & Test Effort Tracker

1. Performing Test Execution document & updating the Test Actual Results with its Status.
2. Maintaining a Bug Report Sheet, for the Failed Test Cases.
3. Sending the Bug Reports to the Development Team through Mails.
4. Retesting the defects once they are fixed & also with Regression Coverage.
5. Updating the Clarification Tracker for any clarifications during Test Execution Phase.
6. Updating the Test Effort Tracker / PMS for the planned & actual hours of test execution.
7. Test Results, Validations & Bug Reports needs to be reviewed & updated.
8. **Test Closure:**

Members Involved: Test Lead & Tester

Test Deliverables: Test Execution Document & Test Closure Document.

1. Ensure all the Test Cases are executed & updated with its results.
2. Bugs are retested & closed and Test Case status is updated as Pass.
3. Updating the Test Closure document with percentage of Test Execution completed.
4. Providing the QA sign-off once the test activities are over & if any open items persist, providing a conditional sign-off with the functions & issues stated.

**Templates:**

* **Test Design Document -** [Test Case Sheet](https://docs.google.com/spreadsheets/d/1QzAy-mpzzL27FPScM67yNQ3E1bMs47gFaBMC57zJZQk/edit%23gid=0)
* **UI Check List & Field Validation Sheet -** [Field Validations & UI Check List](https://docs.google.com/spreadsheets/d/1TGxGP392mhowJLnulmaiPIm2cikEQWHdPlcYMe1q4CA/edit%23gid=0)
* **Bug Report -** [Bug Report](https://docs.google.com/spreadsheets/d/1vfFw7q2t1SSzEd8Y76TpEMs0U0MkhCZuPqHuHILGx6k/edit%23gid=0)
* **Clarification Tracker -** [Clarification Sheet](https://docs.google.com/spreadsheets/d/11O9s1hTHO4fxK1NQe_0CjjXf6BSsT_mC6dBKBLUOalo/edit%23gid=0)
* **Test Effort Tracker –** [Effort Tracker & Dailly Project Status](https://docs.google.com/spreadsheets/d/1dEUPWC_TXp7MGxG5xbjqkG1wGGhTtpaeuSqmyEuU7PI/edit%23gid=0)

1. **Project Management & Daily Activities:**

* Daily reporting the In & out Time to the Leads.
* Updating Daily Productivity Tracker & Project Status Reports.
* Prioritizing the daily tasks & planning the tasks for the next day.
* Get involved in learning activities.