

Project: Testing the Leave Management Module for Kredily HRMS

Objective:

To thoroughly test the Leave Management Module of the [Kredily](#) HRMS system to ensure all features function as expected, and that they meet specified requirements. The module allows employees to manage leave requests and managers to approve or reject these requests and view leave calendars.

Scope:

The Leave Management Module functionalities, including:

- Leave application (sick, casual, paid)
- Leave balance checking
- Submitted leave request status tracking
- Leave request cancellation
- Leave history viewing
- Manager approval/rejection of leave requests
- Team leave calendar viewing for managers
- Leave balance checking for managers

Requirements Analysis:

1. Employees:

- Can apply for leave types (sick, casual, paid, etc.) for future dates.
- Can view their leave balance, request status, and leave history.
- Can cancel a leave request before it is approved.
- Cannot apply for leave if their balance is insufficient.

2. Managers:

- Can approve or reject leave requests within 3 days of submission.
- Can view their team members' leave calendars.
- Can check the leave balance of their team.

3. Constraints:

- Leave applications with insufficient balance are prohibited.
- Only managers can view team leave details.
- Leave requests require a decision (approved or rejected) within 3 days.

Project Tasks

Task 1: Test Case Creation

Create a comprehensive set of test cases covering the specified requirements. Each test case should include the following:

- **Test Case ID**

- **Test Description**
- **Pre-condition**
- **Test Steps**
- **Expected Result**
- **Actual Result** (filled after execution)
- **Status** (Pass/Fail after execution)

Task 2: Test Case Execution

Execute each test case, simulating inputs as necessary. Record the outcomes in the "Actual Result" and "Status" columns based on the success or failure of each case.

Task 3: Bug Reporting

Log any defects found during execution using a bug report format that includes:

- **Bug ID**
- **Title/Description**
- **Steps to Reproduce**
- **Expected Behavior**
- **Actual Behavior**
- **Severity** (Critical, Major, Minor)
- **Attachments** (Screenshots or mockups, if available)

Task 4: Exploratory Testing

Conduct exploratory testing on the Leave Management Module. During this phase:

- Identify any issues not covered by predefined test cases.
- Log any bugs found during exploratory testing, ensuring detailed descriptions and severity ratings.

Deliverables

1. Test Cases Document:

- An Excel or Google Sheets file containing test cases, execution results, and statuses.

2. Bug Report(s):

- A Word or Excel document with all logged bugs from execution and exploratory testing.

3. Exploratory Testing Notes:

- Document any new findings or areas of concern discovered during exploratory testing.