Validate Phase Policy Document

Version 1.0

Votary Softech Solutions Pvt. Ltd.

Plot No: 76, Lumbini layout,   
Near Euro school,   
Gachibowli-I (V), Hyderabad,  
Telangana - 500032,   
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**Revision History**

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| Version (x.y) | Date of Revision | Description of Change | Reason for Change | Affected Sections | Approved By |
| 1.0 | 21-09-2016 | New Definition | New Process | ALL | Prasanth Vedantam |
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**Approval History**

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# Purpose

The purpose of Validation is to ensure that a product fulfills the requirements in its intended work environment. Validation procedure provides the action steps for testing process.

# Policy Statement

* Validation shall demonstrate that the product, as provided, will fulfill its intended use. Wherever possible, Votary Softech Solutions Pvt. Ltd. shall perform validation using the product or product component operating in its intended environment.
* Validation procedures should target to provide the test deliverables as agreed upon in the Master List of deliverables of the project - for different phases of the project.
* Preparation of Test Environment shall adhere to product development architecture, Specification & requirements.
* Validation procedures should provide the project system test plan, in specify phase and include the standard testing procedure adopted. They should clearly establish test expectations from Quality Assurance team and its team members.
* Validation procedures and Standard Testing practices are to ensure that the given requirements for a software change are met and that the overall system is not adversely affected by the change, regression/impacted test components and features may be performed based on impact analysis.
* The for test coverage report shall be sent after each testing cycle.
* All test cases should be written in template provided.
* Test Cases shall be based on valid conditions like Precondition, Inputs, Validation point/trigger/action, Output, Post Execution remarks – provided in the Use Case document.
* Review of test cases need to be done by Peers to ensure the 100% test coverage goal and checking the Traceability with requirements.
* Test Approach & Measurement of testing objective need to follow like Breadth of testing coverage, Test reusability, Value of the data reported by software testing , quality of the software under test. A roadmap of the strategies and approaches to be executed during testing.
* Accurate estimation (of test effort & schedule), identification of resources, and risk analysis (of the test requirements) to be prepared & validated.
* Target Dates, Milestones & Checkpoints, Activity Date Ranges: Dates should be set as a result of estimating based upon test requirements, risk analysis results, project scope, and typical test process activities.
* Project Schedule/milestones/Release Plan shall be shared with Quality Assurance team, to follow-up on releases and assist them in delivering test deliverables in every phase.
* When validation issues are identified, they shall be referred to the processes/tools to associate with relevant owners as per the roles and responsibilities in the project Plan.
* The tools/ tool instances used for Logging bugs will be separate for User Acceptance and System Integration Testing. External users/Clients if performing User Acceptance Tests shall be given access ONLY to UAT instance and restricted from accessing the System Integration Test instance.
* Preparation for product integration shall be conducted.
* Details of tool shall be provided in the respective Project Plan.
* If a Product distributed to many clients is being tested for UAT, the UAT instance for bug logging shall be common to all customers. Access shall be given to **one user per client**. No restriction on visibility of issues- clients can see each other’s bugs.
* Individuals shall be trained for performing or supporting the Validation process as needed and proper training records shall be recorded.
* Designated work products of the Validation process shall be placed under appropriate levels of configuration management.
* Relevant stakeholders of the Validation process shall be identified and involved as planned.
* The Validation process shall be monitored and controlled against the plan for performing the process and take appropriate corrective action.
* The Validation process shall be objectively evaluated for adherence against its process description, standards, and procedures, and noncompliance addressed.
* The activities, status, and results of the Validation process shall be reviewed with higher level management and issues resolved.

# Glossary