Execute a set of test cases (manual and-or automation) and create Test Execution Logs

**Dear Associate,**

PLEASE BE AWARE OF YOUR CLIENT ORGANIZATION’S POLICIES AND GUIDELINES WITH RESPECT TO DATA PRIVACY AND CONFIDENTIALITY. DO NOT UPLOAD ANY DOCUMENTS CONTAINING DATA THAT IS AGAINST THE SECURITY RULES AND REGULATIONS, IF YOU HAVE BEEN INSTRUCTED NOT TO SHARE THEM OUTSIDE OF CLIENT NETWORK. IF IN DOUBT, CHECK WITH YOUR COGNIZANT SUPERVISOR BEFORE UPLOADING ANY DOCUMENT AS PART OF THIS EVALUATION. YOU CAN SHARE THE DOCUMENT WITH YOUR SUPERVISOR IN ANY WAY THAT COMPLIES WITH THE SECURITY POLICY.

In your project, identify and execute a set of test cases (manual and/or automation as applicable) in an effective and efficient manner covering the below mentioned points

* Achieve 100% test execution coverage spanning across all types of test scenarios/ cases i.e. workflow, business rules positive, logging, database validation negative & exception. If in case 100% coverage is not achieved, attach a client accepted waiver mail or approval from Test lead
* Use appropriate test execution techniques to improve execution efficiency and to uncover critical or high priority/ severity defects early in the defect cycle
* Arrive at contingency plan to minimize the impact of those defects on the overall testing timelines.
* Ensure traceability from test scenarios/ test cases to test execution results and defects
* Create clearly documented test execution logs, correctly filled with the appropriate datasets and adhering to all other applicable documentation standards
* Document the lessons learnt & best practices

Based on the testing type (Manual /Automation) chosen in the project, you are expected to perform/ execute the below set of activities as part of this OTJ evaluation and produce relevant testing artifacts i.e. Test Execution Log as evidences

**Scenario 1: Manual Testing**

***a)       Smoke or Build Acceptance Testing***

* Conduct smoke / build acceptance testing  to ensure system /application readiness for further testing
* Collate results from smoke /build acceptance testing and send it to the Supervisor /Test Lead for analysis & to decide as to whether the build can be accepted or rejected
* Log defects for all deviations between expected and actual results and track them till closure

***b)       Functional Testing***

* Execute manual test cases if build from development team is accepted for further testing
* Record and  maintain testing evidences and track execution status of assigned test cases
* Identify defects and log failures; Track defects to closure (use defect logs as generated from the defect management tool used in your respective project  or created manually)
* On time submission of test execution data to assist in benchmarking of execution productivity
* Contribute to documenting the lessons learnt & best practices
* Identify & document the delivery risks in risk portals/systems & assist in identifying mitigation/contingency plans

***c)       Regression Testing***

* Execute manual Regression test  cases  to ensure that all existing functionalities of the software application are working as expected and are not impacted by the changes introduced as part of current release
* Identify defects. Raise them using defect management tool or manually
* Generate regression  test execution logs and update the test execution status as pass/fail and link defects
* Perform defect retest and track them to closure
* Collate Regression Testing  results and send it for final analysis to the Senior Test Analyst/Test Lead
* Contribute to documenting the lessons learnt & best practices
* Identify & document the delivery risks in risk portals/systems & assist in identifying mitigation/contingency plans

**Scenario 2: Automation Testing - Smoke/ BAT & Regression Testing**

* Execute automation scripts related to smoke/ BAT testing
* Execute all automated test scripts related to regression testing to ensure that all existing functionalities of the software application are working as expected and are not impacted by the changes introduced as part of current release
* Gather and record evidences for the different types of testing performed above and generate relevant test execution logs
* Log defects for all deviations between expected vs. actual results and track them to closure
* If and when scripts fails due to application changes, work on fixing the scripts or automated tests
* On the go script changes during regression testing
* Contribute to documenting the lessons learnt & best practices
* Identify & document the delivery risks in risk portals/systems & assist in identifying mitigation/contingency plans

You have to submit the **Test Execution Log** as per the sample template attached below or use any template followed in your project.  
  
[**Test Execution Log**\_**Template**](https://assessment.cognizant.com/evaluation/file.php/1/Test%20Execution%20Log%20_Template.xlsx)  
  
 When using any other template, ensure to provide detailed responses for the following questions

* Did you achieve 100% test execution coverage spanning across all types of test scenarios/ cases i.e. workflow, business rules positive, negative, logging, database validation and exception? If in case 100% not achieved, did you attach a client accepted waiver mail or approval from Test lead?
* Did you use any specific execution techniques to improve test execution efficiency continuously while striving to meet 100% coverage?
* Did you use any specific test execution methodology to identify critical defects (high priority/ high severity) early in the execution life cycle? If yes, elaborate on the same and also explain as how you arrived at contingency plan to minimize the impact of those defects on the overall testing timelines?
* Did you get any exception from supervisor/ test lead for not executing any test cases? If so, what was the reason as not to execute them?
* How did you ensure/ maintain traceability from test scenarios/ cases to test execution results and defects?

*Some sample goal statements are given below for your reference. Define an appropriate one as relevant to your project.*

lessons learnt & best practices documentation. **Sample goal statement(s):**

1. In my project,

a)       I will execute a set of test cases (Manual and/or Automation as applicable) aligned to the business work flow, in an effective and efficient manner by incorporating industry/  organization wide best practices and achieve the organization level/ practice level benchmarks (OLBM/ PLBM) for Test execution productivity.

b)       I will contribute to

Submission status

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| --- | --- |
| Attempt number | This is attempt 1. |
| Submission status | No attempt |
| Grading status | Not marked |
| Grading criteria | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Test Execution – Prioritization & Early identification of critical defects | |  |  |  | | --- | --- | --- | | From an execution perspective, Test case prioritization is not done and hence high severity /priority defects are not identified in the early stages of execution cycle.  3points | Test case prioritization is done to an extent but it was not accurate/ efficient so as to uncover the high severity /priority defects in the early stages of execution cycle.  6points | Test case prioritization is done accurately and efficiently so as to uncover all the high severity / priority defects in the early stages of execution cycle.  9points | | | Test Execution - Efficiency | |  |  |  | | --- | --- | --- | | 1. Less than 50% of test execution coverage is achieved for all test cases/ scripts designed as per the test suite. Appropriate justification or approval from the Test lead / Supervisor is not made available for ALL the test cases /scripts that are not executed. </br> 2. Less than 50% of the test steps within the test cases/ scripts are executed correctly. Appropriate justification or approval from the Test lead / Supervisor is not made available for ALL the test steps that are not executed. </br> 3. Wherever multiple test data is used to execute a test case /script, Test data column is NOT filled or made available. </br> 4. Only for less than 50% of the test cases, Actual results are captured accurately and tester has updated the execution status correctly.</br> 5. Defects are NOT raised for 50% of the deviations between expected and actual results.</br> 6. Objective evidences (Ex: Log files, screenshots etc.) are not available to support test execution results for majority of the test cases/ scripts.</br> 7. Requirements Traceability Matrix is not available.  4points | 1. 50 - 75% of test execution coverage is achieved for all test cases /scripts designed as per the test suite. Appropriate justification or approval from the Test lead / Supervisor is available only for few test cases/scripts that are not executed.</br> 2. 50 – 75% of the test steps within the test cases/ scripts are executed correctly. Appropriate justification or approval from the Test lead / Supervisor is made available for ALL the test steps that are not executed.</br> 3. Wherever multiple test data is used to execute a test case /script, Test data column is available but however it’s incorrectly filled or in- sufficient details are available for different datasets.</br> 4. For 50% - 75% of the test cases, Actual results are captured accurately and tester has updated the execution status correctly.</br> 5. Defects are raised for all the deviations but they are not linked appropriately to the failed test cases and are not tracked till closure.</br> 6. Objective evidences (Ex: Log files, screenshots etc.) are available to support test execution results for all test cases/ scripts but they are not complete.</br> 7. Requirements Traceability Matrix document is available however not completely updated with test execution results or defects.  8points | 1.100% test execution coverage is achieved correctly for all test cases / scripts designed as per the test suite. Appropriate justification with approval from the Test lead / Supervisor is given if any of the test cases / scripts are not executed.</br> 2. All test steps within the test cases/ scripts are executed correctly. Appropriate justification is provided wherever not executed.</br> 3. Test data column is 100% correctly filled with the different datasets for all applicable test cases/scripts.</br> 4. For 100% of the test cases, Actual results are captured accurately and tester has updated the execution status correctly.</br> 5. Defects are raised for all the deviations with required evidence, linked appropriately to the failed test cases and tracked till closure.</br> 6. Appropriate objective evidences are attached to all the test cases/ scripts or defects, highlighting the relevant information to support the execution results or defect details.</br> 7. 100% end to end updated Requirements Traceability Matrix document with traceability established between test cases, test execution results and defects.  12points | | | Test Execution Log - Adherence to documentation standards | |  |  |  | | --- | --- | --- | | 1. Test Execution Log is not clear and concise.</br> 2. None of the documentation or template standards are followed while creating the Test Execution Log.<.br> 3. Overall presentation is not appealing. Requires significant review or rework effort before presenting to client.  1points | 1. Test Execution Log is documented with sufficient details, however few ambiguities are observed.</br> 2. Only mandatory aspects of Test Execution Log adhere to all documentation standards. Best practices or nice to have features are not followed.</br> 3. Overall presentation is good but requires only few changes or minimal rework effort before client presentation.  2points | 1. Test Execution Log is documented accurately with sufficient details and understandable by end user without any ambiguity.</br> 2. Test Execution Log adheres to all of the documentation standards and templates.</br> 3. Overall presentation is good and aesthetically appeals to the audience.  3points | | | Test Execution Effectiveness & Adherence to OLBM / PLBM Standards for Test Execution Productivity | |  |  |  | | --- | --- | --- | | 1. Test execution productivity achieved is less than or equal to Lower Control Limit (LCL) value of OLBM/ PLBM benchmarks. </br> 2. Test Effectiveness (Valid defects) <=75%.  2points | Test execution productivity achieved is less than or equal to Goal value permitted by OLBM /PLBM standards. </br> 2. Test Effectiveness (Valid defects) >75% and <97%.  4points | Test execution productivity achieved is greater than or equal to Goal / Upper Control Limit (UCL) value of OLBM/ PLBM benchmarks.</br> 2. Test Effectiveness (Valid defects) >=97%.  6points | | |