

# QA – Sign Off

Sign off for [Customer Name] – [Project Name].

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## Revision and Signoff Sheet

### Document History -

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### Approvers List -

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### Reference Documents -

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# Table of Contents

- 1. INTRODUCTION .....3
  - 1.1. Purpose .....3
  - 1.2. Project Overview .....3
  - 1.3. Audience.....3
- 2. TEST SUMMARY .....3
  - 2.1. Test Objectives – Business Context.....3
  - 2.2. Test Assumptions .....4
  - 2.3. Test Data Approach .....5
  - 2.4. Scope and Levels of Testing.....5
    - 2.4.1. Exploratory .....5
    - 2.4.2. Functional Test .....5
      - TEST ACCEPTANCE CRITERIA .....5
      - TEST DELIVERABLES .....6
    - 2.4.3. END TO END Test.....6
      - TEST DELIVERABLES .....6
- 3. EXECUTION STRATEGY .....6
  - 3.1. Entry and Exit Criteria.....6
  - 3.2. Test Cycles .....7
  - 3.3. Defect Summary Report .....8
- 4. TEST ENVIRONMENT .....8

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# 1. INTRODUCTION

## 1.1. Purpose

This document describes the overall testing flow that was applied for testing of [Project name] project. The document introduces:

- Requirements/Challenges: The functional requirements laid out by the customer which were the defining factors for the test scenarios and applied the scope of the testing effort.
- Test Summary: The final test document that shares the results of the in-scope areas of the application that went under test.

## 1.2. Project Overview

[Summary of the project under test]

## 1.3. Audience

- QA Team members – Perform testing tasks specified in test plan.
- Technical Team – Ensures that the test plan and deliverables are in line with the design, provides the environment for testing and follows the procedures related to the fixes of defects.
- Business analysts provided their inputs on functional changes and continues project oversight.

# 2. TEST SUMMARY

## 2.1. Test Objectives – Business Context

[Change the description as per the project requirements]

The objective of the test is to verify that the functionality of [Project Name] works according to the specifications.

The test will execute and verify the test scripts, identify, fix and retest all high and medium severity defects per the entrance criteria, prioritize lower severity defects for future fixing via Conditional Release.

The final product of the test is twofold:

- A production-ready software;
- A set of stable test scripts that can be reused for Functional and UAT test execution.

*Test Plan for reference*

[Insert Test plan here]

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## 2.2. Test Assumptions

### Key Assumptions

- Production like data required and be available in the system prior to start of Functional Testing
- In each testing phase, consecutive testing cycles will be initiated based on System health in previous cycle. For e.g. Cycle 2 will be initiated if the defect rate is high in Cycle 1.

### General

- Exploratory Testing would be carried out once the build is ready for testing
- Performance testing is not considered for this estimation.
- All the defects would come along with a snapshot JPEG format
- The Test Team assumes all necessary inputs required during Test design and execution will be supported by Development/Management appropriately.
- Test case design activities will be performed by QA Group.
- Test environment and preparation activities will be owned by Dev Team/QA Team.
- Dev team will provide Defect fix plans based on the Defect meetings during each cycle to plan. The same will be informed to Test team prior to start of Defect fix cycles
- The defects will be tracked through JIRA only. Any defect fixes planned will be shared with Test Team prior to applying the fixes on the Test environment
- QA Manager will review and sign-off all test deliverables.
- QA team has the knowledge and experience necessary, or has received adequate training in the system, the project and the testing processes.
- There is no environment downtime during test due to outages or defect fixes.
- The system will be treated as a black box; if the information shows correctly online and in the reports, it will be assumed that the database is working properly.

### Functional Testing

- During Functional testing, testing team will either use preloaded data created by Dev team or will create test scenario specific data at the time of execution.
- The Test Team will perform Functional testing only on Sinergify.

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## 2.3. Test Data Approach

[Enter the test data approach followed during testing]

- In functional testing, .....

## 2.4. Scope and Levels of Testing

### 2.4.1. Exploratory

**PURPOSE:** the purpose of this test is to make sure critical defects are removed before the next levels of testing can start.

**SCOPE:** First level navigation, user and admin modules

**METHOD:** this exploratory testing is carried out in the application without any test scripts and documentation

**TEST DELIVERABLES:** [Share the result of Exploratory testing here]

### 2.4.2. Functional Test

**PURPOSE:** Functional testing will be performed to check the functions of application. The functional testing is carried out by feeding the input and validates the output from the application.

**Scope:** The below excel sheet details about the scope of Functional test. Note: The scope is high level due to changes in the requirement.

[Attach test cases excel here]

**METHOD:** The test will be performed according to Functional scripts, which are stored in Test Maintenance system.

#### **TEST ACCEPTANCE CRITERIA**

1. Approved Functional Specification document, Use case documents must be available prior to start of Test design phase.
2. Test cases approved and signed-off prior to start of Test execution
3. Development completed, unit tested with pass status and results shared to Testing team to avoid duplicate defects.
4. Test environment with application installed, configured and ready to use state

Sign-off
<ul style="list-style-type: none"> <li>•Approved Functional Specification Document</li> <li>•Approved Use cases</li> <li>•Approved Test cases</li> </ul>

Readiness
<ul style="list-style-type: none"> <li>•Development completed &amp; unit tested</li> <li>•Application deployed and system ready for testing on Test environment</li> <li>•Production like data is available to test all functionalities.</li> <li>•Defect fixes planned based on Defect triage (Unit Testing) and evaluation criteria</li> </ul>

### **TEST DELIVERABLES**

S.No.	Deliverable Name	Status
1.	Test Plan	
2.	Functional Test Cases	
3.	Logging Defects	
4.	Daily/weekly status report	
5.	Test Closure report	

[Attached the test cases and bug reports here]

#### **2.4.3. END TO END Test**

**PURPOSE:** this test focuses on validating the regression scenarios to test the UI flow of the application.

**METHOD:**

### **TEST DELIVERABLES**





















S.No.	Deliverable Name	Status
1.	Test Closure Report	

## **3. EXECUTION STRATEGY**

### **3.1. Entry and Exit Criteria**

- The entry criteria refer to the desirable conditions in order to start test execution; only the migration of the code and fixes need to be assessed at the end of each cycle.

- The exit criteria are the desirable conditions that need to be met in order proceed with the implementation.
- Entry and exit criteria are flexible benchmarks. If they are not met, the test team will assess the risk, identify mitigation actions and provide a recommendation. All this is input to the Project Management for a final “go-no go” decision.
- Entry criteria to start the execution phase of the test: the activities listed in the Test Planning section of the schedule are 100% completed.
- Entry criteria to start each cycle: the activities listed in the Test Execution section of the schedule are 100% completed at each cycle.

Exit Criteria	Test Team	Technical Team	Notes
100% Test Scripts executed			
95% pass rate of Test Scripts			
No open Critical and High severity defects			
95% of Medium severity defects have been closed			
All remaining defects are either cancelled or documented as Change Requests for a future release			
All expected and actual results are captured and documented with the test script			
All test metrics collected based on reports from Test Management system			
All defects logged in Jira.			
Test Closure Report completed and signed off			
Test environment cleanup completed and a new back up of the environment			

### 3.2. Test Cycles

[Insert summary of test cycles executed]

- There will be two cycles for functional testing. Each cycle will execute all the scripts.
- The objective of the first cycle is to identify any blocking, critical defects, and most of the high defects. It is expected to use some work-around in order to get to all the scripts.
- The objective of the second cycle is to identify remaining high and medium defects, remove the work-around from the first cycle, correct gaps in the scripts and obtain performance results.



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### 3.3. Defect Summary Report

[Insert a table of Defects here]

Critical

High

Medium

Low

## 4. TEST ENVIRONMENT

Following systems should be setup for QA environment:-

1. Salesforce
2. JIRA
3. Jenkins server
4. Github
5. Any other system dependencies
  - a. [Note the dependencies for future release]