Test Plan Document for Employee Management System

1. Introduction

- Purpose: To ensure that the Employee Management System meets its functional requirements.

- Scope: Functional testing, usability testing, security testing.

- Objectives: To identify defects and ensure functionality.

2. Test Items

-EMS(Employee Management System) backend and frontend components.

3. Features to be Tested

1. Functionality of System Requirements
2. Usability of System Requirements
3. Performance of Technical Requirements
4. Security of Technical Requirements
5. Compatibility of Technical Requirements
6. Maintainability of Technical Requirements

4. Features Not to be Tested

1. Third party integration
2. Interface of System Requirements
3. Real time data sync

5. Approach

- Manual Testing

- Functional testing, performance testing and security testing

6. Item Pass/Fail Criteria

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| --- | --- | --- | --- |
| S.N | Criteria | Pass | Fail |
| 1. | Dashboard Functionality | The dashboard correctly displays information regarding departments, projects, users, daily updates, and total updates as expected. All user details are shown correctly, except for super-admins, and include experience details if added. The dashboard is accessible to all approved users. | Missing or incorrect display of information on departments, projects, users, daily updates, and total updates. Inability to hide super-admin details or to show experience when added. Unauthorized access or access issues for approved users.  . |
| 2. | Profile | Users are able to successfully upload and save pictures, addresses, and contacts. Users can add, edit, and delete their experiences without errors. The profile page is correctly visible to all approved users. | Issues with uploading or saving pictures, addresses, and contacts. Errors occur when adding, editing, or deleting experiences. Visibility issues where non-approved users can access profiles or approved users cannot. |
| 3. | Organization chart | The organization chart accurately shows the structure, allowing users to see their connections to multiple departments. It is accessible to all approved users. | Incorrect or unclear representation of the organization chart. Users cannot identify department affiliations or chart is inaccessible to some approved users. |
| 4. | Project | Admin and super-admin roles can create, edit, and delete projects without any issues. Projects are only visible to users with admin or super-admin roles. | Unauthorized roles can create, edit, or delete projects. Visibility of project details to non-admin users or visibility issues for admins. |
| 5. | Department | Admin and super-admin can successfully create, edit, and delete departments. Only users with admin or super-admin roles can view these departments. | Non-admin users can create, edit, or delete departments. Departments are visible to users without admin or super-admin roles. |
| 6. | Request | Any employee or user can apply for leave and late requests successfully. End dates for leave are correctly displayed, and late request end dates are omitted as required. Email notifications are sent correctly to the head of the department. Logged-in users can see only their own requests, while super-admins can view all requests. | Employees face issues when applying for requests; end dates for leaves are not displayed or incorrect; email notifications do not send. |
| 7. | Update | Employees can add updates based on projects and edit them as specified. Weekly updates display correctly and are accessible to appropriate users. | Employees cannot add or edit updates as described; weekly updates do not display correctly or are visible to unauthorized users. |
| 8. | User | Google sign-in verification works correctly; super-admins can assign users to departments, projects, and roles accurately. | Google sign-in verification fails due to missing components; incorrect assignments of departments, projects, or roles by super-admins. |
| 9. | Roles | Super-admins can exclusively create, edit, and delete roles, and assign permissions. The default roles are created as specified. | Role management functions accessible by non-super-admins; issues in creating, editing, or deleting roles; default roles not created as specified. |

7. Suspension Criteria and Resumption Requirements

Suspension Criteria:

1. Critical bugs
2. Lack of testing environment
3. Unauthorized modification

Resumption Requirements:

1. Resolution of critical bugs
2. Stable testing environment
3. Owner approval

9. Testing Tasks

In the testing process, the following will be done:

1. Reviewing requirements to set up the scope of the testing.
2. Setting up the environment from the given details for testing.
3. Tests will be run manually to document any failures or reporting any bugs to document the outcome of testing.
4. Test cases will be written as that will cover all the requirements mentioned for testing.
5. Test cases will be reviewed by self for completeness and accuracy.
6. A complete test report will be written that summarizes the test findings, activities and outcomes.

13. Timeline

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| --- | --- |
| Reviewing requirements and setting test environment | 13th April, 2024 - 14th April, 2024 |
| Execution of system for testing | 15th April, 2024 - 17th April, 2024 |
| Preparing and reviewing deliverables | 18th April, 2024 – 20th April, 2024 |
| Complete test report and final review before submission | 21st April, 2024 |

14. Risks and mitigation measures

Potential risks include:

1. Lack of resources required for complete system testing.

-To mitigate it there should be clear communication between the owner of the system and the QA.

2. Delay in submission:

-To mitigate it, there should be proper time management and dedication to the allocated time frames.