

**Master Test Plan**

**Test plan for Microsoft Teams website**

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**1. INTRODUCTION:**

This document outlines the test plan for Microsoft Teams version 1416/1.0.0.202514502. The testing will verify the key functionalities of the app, including installation, login, messaging, calling, meetings, file sharing, integrations, security, performance, and cross-platform support. This test plan provides a detailed approach, including test objectives, scope, methodology, test case coverage, and deliverables.

**2. Objectives:**

The objectives of this test plan are:

* To ensure Microsoft Teams installs successfully across multiple platforms (Windows, macOS, iOS, Android, Web).
* To verify login and authentication using Microsoft 365 credentials, SSO, and MFA.
* To ensure that all chat and messaging features work as expected.
* To verify the proper functionality of calling, video conferencing, and meetings integration with Outlook.
* To ensure proper file sharing, collaboration features, and access control.
* To test the performance and load of the Teams application under various conditions.
* To ensure cross-platform functionality and synchronization of Teams on mobile, desktop, and web versions.

**3. SCOPE:**

**3.1 In Scope:**

The scope of testing will cover the following functionalities of Microsoft Teams version 1416/1.0.0.202514502:

* **Installation & Login:** Verify installation, login, and account recovery processes.
* **Messaging & Chat:** Test message sending/receiving, formatting, editing, and notifications.
* **Calling & Video Conferencing:** Test audio/video call functionality, screen sharing, recording, and call control.
* **Meetings & Calendar Integration:** Verify meeting scheduling, permissions, and calendar synchronization.
* **File Sharing & Collaboration:** Test file upload, download, collaboration, and access control.
* **Teams & Channels:** Verify team creation, management, and permissions for public/private channels.
* **Integrations & Apps:** Test third-party integrations and Microsoft 365 app functionality within Teams.
* **Security & Compliance:** Test role-based access control, encryption, and data retention policies.
* **Performance & Load Testing:** Evaluate app performance, CPU/memory usage, and response time.
* **Cross-Platform & Mobile Testing:** Verify functionality on mobile, desktop, and web versions.

**4.Test Approach:**

* **Manual Testing:**
  + Test scenarios for installation, login, chat features, calling, meetings, and file sharing will be executed manually.
  + Functionalities will be tested based on the expected behavior as per requirements.
* **Automation Testing:**
  + Use **Appium** for testing mobile application functionalities.
  + Use **JMeter** for performance and load testing.
  + Use **Eclipse** to automate specific tasks, such as third-party app integrations or complex workflows.
* **Cross-Platform Testing:**
  + Testing will be performed on the desktop app (Windows, macOS), mobile app (iOS, Android), and web version to ensure consistency across platforms.

**5.Test Deliverables:**

* Test cases and test data.
* Test execution reports.
* Issue log (if applicable).
* Performance testing results (e.g., CPU, memory usage, response times).
* Summary report.

**6.Testing Tool:**

* **Jira** – Issue tracking and test case management.
* **Appium** – Mobile app testing (Android/iOS).
* **Eclipse** – Automated tests for integrations.
* **JMeter** – Performance testing.

**7.Test Environment:**

* **Operating Systems:** Windows 10, Android.

Browsers: Chrome, Microsoft Edge.

* **Teams Version:** 1416/1.0.0.202514502.
* **Test Tools:** JMeter, Appium, Eclipse, Jira, Excel for reporting.
* **Hardware:** Devices and emulators for mobile testing, desktop systems for Windows.

**8.Functional Test Cases:**

1. Installation & Login

2. Messaging & Chat

3. Calling & Video Conferencing

4. Meetings & Calendar Integration

5. File Sharing & Collaboration

6. Teams & Channels

7. Integrations & Apps

8. Security & Compliance

9. Performance & Load Testing

10. Cross-Platform & Mobile Testing

**9.1. Before testing:**

We need test plan, Test cases.

**9.2. During testing:**

We need Test Summary, Defect report, Test data, Test summary report.

**9.3 After testing:**

Test completion report and Transability Matrix, Security Test Report.

**10. Responsibilities:**

|  |  |  |
| --- | --- | --- |
| **Role** | **Staff member** | **Responsibilities** |
| **Project Manager** |  | 1. Acts as a primary contact for development and QA team.  2. Responsible for Project schedule and the overall success of the project. |
| **QA lead** |  | 1. Participation in the project plan creation/update process. 2.Planning and organization of test process for the release. 3.Coordinate with QA analysts/engineers on any issues/problems encountered during testing.  4.Report progress on work assignments to the PM |
| **QA** |  | 1. Understand requirements  2. Writing and executing Test cases 3. Preparing RTM  4. Reviewing Test cases, RTM  5. Defect reporting and tracking  6. Retesting and regression testing 7. Bug Review meeting  8. Preparation of Test Data  9. Coordinate with QA Lead for any issues or problems encountered during test preparation/execution/defect handling |
| **Developer** |  | 1.Requirement analyses  2.Design and Architecture  3.Code Development  4.Unit Testing  5. Code Review |

### 

### **11. Conclusion**

### The test plan outlines all the necessary steps to verify Microsoft Teams v:1416/1.0.0.202514502 for functionality, performance, and security. It includes the full testing cycle with preparation, execution, and deliverables to ensure quality.