**MASTER TEST PLAN**

**Industry Management System**

1.0 Release

Test Plan

**Rev 1.2**

**DOCUMENT HISTORY**

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**REVISION HISTORY**

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**REVIEWER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position/ Department** | **Version** | **Review Date** |
| Sopan | Test Lead | 1.2 |  |
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|  |  |  |  |

**APPROVAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position/ Department** | **Version** | **Approve Date** |
| Bhushan | Product Manager | 1.2 |  |
| Sachin | Test Manager | 1.2 |  |

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**TEST PLAN IDENTIFIER** **IMS\_MTP\_V1.2**

**INTRODUCTION**

Human Resource Management includes the processes that organize, manage, and lead the project team. The project team is comprised of the people with assigned roles and responsibilities for completing the project. Project team members may have varied skill sets, may be assigned full or part-time, and may be added or removed from the team as the project progresses. Project team members may also be referred to as the project's staff. Although specific roles and responsibilities for the project team members are assigned, the involvement of all team members in project planning and decision making is beneficial. Participation of team members during planning adds their expertise to the process and strengthens their commitment to the project

**Objective**

The main objective of the test is to make sure the application works according to the business requirements, find as many defects as possible and communicate the same to the developers and ensure that at the end of test life cycle a quality application is delivered to the client.

**TEST ITEMS**

This system can be developed from the software application inventories as well as other sources of documentation and information. This can be oriented to the level of the test plan. For higher levels it may be by application or functional area, for lower levels it may be by program, unit, module or build.

HRM to be tested include the functionally and non-functionally. This system should be tested in the latest stable versions of Chrome, Firefox, Safari, and Microsoft Edge.

**FEATURES TO BE TESTED**

The features mentioned below are the internal applications integrated with HRM. Here the scope of testing is to just check how well the application is integrated with HRM. We will test these applications as it will be within the scope of testing.

 [**Admin**](https://opensource-demo.orangehrmlive.com/index.php/admin/viewAdminModule)

* [User Management](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [Users](https://opensource-demo.orangehrmlive.com/index.php/admin/viewSystemUsers)
* [Job](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [Job Titles](https://opensource-demo.orangehrmlive.com/index.php/admin/viewJobTitleList)
  + [Pay Grades](https://opensource-demo.orangehrmlive.com/index.php/admin/viewPayGrades)
  + [Employment Status](https://opensource-demo.orangehrmlive.com/index.php/admin/employmentStatus)
  + [Job Categories](https://opensource-demo.orangehrmlive.com/index.php/admin/jobCategory)
  + [Work Shifts](https://opensource-demo.orangehrmlive.com/index.php/admin/workShift)
* [Organization](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [General Information](https://opensource-demo.orangehrmlive.com/index.php/admin/viewOrganizationGeneralInformation)
  + [Locations](https://opensource-demo.orangehrmlive.com/index.php/admin/viewLocations)
  + [Structure](https://opensource-demo.orangehrmlive.com/index.php/admin/viewCompanyStructure)
* [Qualifications](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [Skills](https://opensource-demo.orangehrmlive.com/index.php/admin/viewSkills)
  + [Education](https://opensource-demo.orangehrmlive.com/index.php/admin/viewEducation)
  + [Licenses](https://opensource-demo.orangehrmlive.com/index.php/admin/viewLicenses)
  + [Languages](https://opensource-demo.orangehrmlive.com/index.php/admin/viewLanguages)
  + [Memberships](https://opensource-demo.orangehrmlive.com/index.php/admin/membership)
* [Nationalities](https://opensource-demo.orangehrmlive.com/index.php/admin/nationality)
* [Configuration](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [Email Configuration](https://opensource-demo.orangehrmlive.com/index.php/admin/listMailConfiguration)
  + [Email Subscriptions](https://opensource-demo.orangehrmlive.com/index.php/admin/viewEmailNotification)
  + [Localization](https://opensource-demo.orangehrmlive.com/index.php/admin/localization)
  + [Language Packages](https://opensource-demo.orangehrmlive.com/index.php/admin/languagePackage)
  + [Modules](https://opensource-demo.orangehrmlive.com/index.php/admin/viewModules)
  + [Social Media Authentication](https://opensource-demo.orangehrmlive.com/index.php/admin/openIdProvider)
  + [Register OAuth Client](https://opensource-demo.orangehrmlive.com/index.php/admin/registerOAuthClient)

 [**PIM**](https://opensource-demo.orangehrmlive.com/index.php/pim/viewPimModule)

* [Configuration](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [Optional Fields](https://opensource-demo.orangehrmlive.com/index.php/pim/configurePim)
  + [Custom Fields](https://opensource-demo.orangehrmlive.com/index.php/pim/listCustomFields)
  + [Data Import](https://opensource-demo.orangehrmlive.com/index.php/admin/pimCsvImport)
  + [Reporting Methods](https://opensource-demo.orangehrmlive.com/index.php/pim/viewReportingMethods)
  + [Termination Reasons](https://opensource-demo.orangehrmlive.com/index.php/pim/viewTerminationReasons)
* [Employee List](https://opensource-demo.orangehrmlive.com/index.php/pim/viewEmployeeList/reset/1)
* [Add Employee](https://opensource-demo.orangehrmlive.com/index.php/pim/addEmployee)
* [Reports](https://opensource-demo.orangehrmlive.com/index.php/core/viewDefinedPredefinedReports/reportGroup/3/reportType/PIM_DEFINED)

 [**Leave**](https://opensource-demo.orangehrmlive.com/index.php/leave/viewLeaveModule)

* [Apply](https://opensource-demo.orangehrmlive.com/index.php/leave/applyLeave)
* [My Leave](https://opensource-demo.orangehrmlive.com/index.php/leave/viewMyLeaveList/reset/1)
* [Entitlements](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [Add Entitlements](https://opensource-demo.orangehrmlive.com/index.php/leave/addLeaveEntitlement)
  + [Employee Entitlements](https://opensource-demo.orangehrmlive.com/index.php/leave/viewLeaveEntitlements/reset/1)
  + [My Entitlements](https://opensource-demo.orangehrmlive.com/index.php/leave/viewMyLeaveEntitlements/reset/1)
* [Reports](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [Leave Entitlements and Usage Report](https://opensource-demo.orangehrmlive.com/index.php/leave/viewLeaveBalanceReport)
  + [My Leave Entitlements and Usage Report](https://opensource-demo.orangehrmlive.com/index.php/leave/viewMyLeaveBalanceReport)
* [Configure](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [Leave Period](https://opensource-demo.orangehrmlive.com/index.php/leave/defineLeavePeriod)
  + [Leave Types](https://opensource-demo.orangehrmlive.com/index.php/leave/leaveTypeList)
  + [Work Week](https://opensource-demo.orangehrmlive.com/index.php/leave/defineWorkWeek)
  + [Holidays](https://opensource-demo.orangehrmlive.com/index.php/leave/viewHolidayList)
* [Leave List](https://opensource-demo.orangehrmlive.com/index.php/leave/viewLeaveList/reset/1)
* [Assign Leave](https://opensource-demo.orangehrmlive.com/index.php/leave/assignLeave)

 [**Time**](https://opensource-demo.orangehrmlive.com/index.php/time/viewTimeModule)

* [Timesheets](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [My Timesheets](https://opensource-demo.orangehrmlive.com/index.php/time/viewMyTimesheet)
  + [Employee Timesheets](https://opensource-demo.orangehrmlive.com/index.php/time/viewEmployeeTimesheet)
* [Attendance](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [My Records](https://opensource-demo.orangehrmlive.com/index.php/attendance/viewMyAttendanceRecord)
  + [Punch In/Out](https://opensource-demo.orangehrmlive.com/index.php/attendance/punchIn)
  + [Employee Records](https://opensource-demo.orangehrmlive.com/index.php/attendance/viewAttendanceRecord)
  + [Configuration](https://opensource-demo.orangehrmlive.com/index.php/attendance/configure)
* [Reports](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [Project Reports](https://opensource-demo.orangehrmlive.com/index.php/time/displayProjectReportCriteria?reportId=1)
  + [Employee Reports](https://opensource-demo.orangehrmlive.com/index.php/time/displayEmployeeReportCriteria?reportId=2)
  + [Attendance Summary](https://opensource-demo.orangehrmlive.com/index.php/time/displayAttendanceSummaryReportCriteria?reportId=4)
* [Project Info](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [Customers](https://opensource-demo.orangehrmlive.com/index.php/admin/viewCustomers)
  + [Projects](https://opensource-demo.orangehrmlive.com/index.php/admin/viewProjects)

 [**Recruitment**](https://opensource-demo.orangehrmlive.com/index.php/recruitment/viewRecruitmentModule)

* [Candidates](https://opensource-demo.orangehrmlive.com/index.php/recruitment/viewCandidates)
* [Vacancies](https://opensource-demo.orangehrmlive.com/index.php/recruitment/viewJobVacancy)

 [**My Info**](https://opensource-demo.orangehrmlive.com/index.php/pim/viewMyDetails)

 [**Performance**](https://opensource-demo.orangehrmlive.com/index.php/dashboard)

* [Configure](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [KPIs](https://opensource-demo.orangehrmlive.com/index.php/performance/searchKpi)
  + [Trackers](https://opensource-demo.orangehrmlive.com/index.php/performance/addPerformanceTracker)
* [Manage Reviews](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [Manage Reviews](https://opensource-demo.orangehrmlive.com/index.php/performance/searchPerformancReview)
  + [My Reviews](https://opensource-demo.orangehrmlive.com/index.php/performance/myPerformanceReview)
  + [Review List](https://opensource-demo.orangehrmlive.com/index.php/performance/searchEvaluatePerformancReview)
* [My Trackers](https://opensource-demo.orangehrmlive.com/index.php/performance/viewMyPerformanceTrackerList)
* [Employee Trackers](https://opensource-demo.orangehrmlive.com/index.php/performance/viewEmployeePerformanceTrackerList)

 [**Dashboard**](https://opensource-demo.orangehrmlive.com/index.php/dashboard)

 [**Directory**](https://opensource-demo.orangehrmlive.com/index.php/directory/viewDirectory/reset/1)

 [**Maintenance**](https://opensource-demo.orangehrmlive.com/index.php/maintenance/purgeEmployee)

* [Purge Records](https://opensource-demo.orangehrmlive.com/index.php/dashboard)
  + [Employee Records](https://opensource-demo.orangehrmlive.com/index.php/maintenance/purgeEmployee)
  + [Candidate Records](https://opensource-demo.orangehrmlive.com/index.php/maintenance/purgeCandidateData)
* [Access Records](https://opensource-demo.orangehrmlive.com/index.php/maintenance/accessEmployeeData)

 [**Buzz**](https://opensource-demo.orangehrmlive.com/index.php/buzz/viewBuzz)

**FEATURES NOT TO BE TESTED**

The features mentioned below are the external applications integrated with Gmail. Here the scope of testing is to just check how well the application is integrated with Gmail. We will not test these applications as it will not be within the scope of testing.

|  |  |
| --- | --- |
| GMap | External application |
| Photos | External application |
| Docs | External application |
| Contact | External application |
| YouTube | External application |

**APPROACH**

There will be two team: Onsite team and India team. Daily work assignment would be sent to the respective test leads through email by the test manager. Test leads are then responsible to assign the work to their respective team members. Once the work is completed the respective test engineers should then send the status emails containing the progress of the work by end of the day to the test lead and test manager. On daily basis, STCM (Store Characters under Mask) should be updated by respective team member, which will be maintained in the SharePoint under 2021 releases.

**ITEM PASS/FAIL CRITERIA**

The specific pass/fail criteria for the testing at both the test cycle and release level are identifying in table below.

|  |  |  |
| --- | --- | --- |
| **Testing Level** | **Entry criteria** | **Exit Criteria** |
| Functional Testing | +White Box testing should be completed  +Test Cases should be ready  +Product should be available with the required test environment  +Resources should be available  +Test data should be ready | +Based on % of Test Cases executed  +Based on % of Test Cases Pass  +Based on % of severity  defects found & fixed |
| Integration  Testing | +Exit criteria of functional testing should be met and minimum features should be available to perform integration testing  +Test Cases should be ready  +Product should be available with the required test environment  +Resources should be available  +Test data should be ready | +Based on % of Test Cases executed  +Based on % of Test Cases Pass  +Based on % of severity defects found & fixed |
| System Testing | +Exit criteria of integration testing should be met and minimum features should be available to perform system testing  +Test Cases should be ready  Product should be available with the required test environment  Resources should be available | +All of the Test Cases should be executed  +There should be No critical & major defects |

## **Priority**

Characterization of a bug.  Valid priorities include:

* **Urgent** - short-term negative impact on revenue or a key customer's satisfaction, or strategically critical for the organization, show-stopper issue for assigned release
* **High** - potential for medium-term negative impact, essential for long-term product quality and stability, not a show stopper issue for assigned release
* **Normal** - adds significant value but would not be a stop-ship issue
* **Low** - adds minimal value, nice to have

**SUSPENSION CRITERIA AND RESUMPTION REQUIREMENTS**

Testing will halt for a particular project item (or function) when:

* A critical problem is identified and where the potential code fix will require substantial re-testing of that function
* It is identified that the business or technical specifications require major modifications due to escalated test issues and those modifications would require additional test analysis and or modification to the Detailed Test Plan.
* The test regions or test environment are not available (for any reason).
* The test regions or test environment suffer performance problems below 50% of their normal operating capacity, such that a region fix will require substantial re-testing of that function.

# REMAINING TESTING TASKS

The following activities must be completed:

* Test plan prepared.
* Functional specifications written and delivered to the testing team
* Environment should be ready for testing (test data, test logins, test payment information, etc).
* Perform other tests (Smoke Test, Compatibility Testing, Exploratory Testing, Globalization Testing, Performance Testing)
* Prepare test summary report.

# TEST DELIVERABLES

1. Test Plan:
2. Test Case
3. Traceability Matrix
4. STCM
5. Graphs and matrices
6. Release Note : Is always signed off by the Test Manager
7. Number of defects found and fixed
8. Platforms on which you tested the application
9. What new features was added in this release:

* Installation guide
* User Manual/Demo CD
* Version Number of the build

# ENVIRONMENTAL NEEDS

# It will explain about types of hardware and software required

* Procedure to install the software

**Hardware**

|  |  |
| --- | --- |
| Server | Sun Starcat 1500 |
| Client | 15 computers with following configurations:   1. Processor: i3 2. RAM: 4GB 3. Harddisk:500GB |

# Software

|  |  |
| --- | --- |
| Server | Web Server: Apache TomCat  Application Server: Web Sphere  Database server: MySQL |
| Client | Operating System : Windows XP,7,8/Linux/ Mac  Browsers: Chrome/Firefox/Safari/ Microsoft Edge  Others: Adobe 10.1, beyond compare etc |

# ROLES AND RESPONSIBILITIES

## Human Resources (QA Team) & Responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **Roles** | **Testers** | **Email/Contact** |
| 1 | Test Manager | Sachin |  |
| 2 | Test Lead | Sopan |  |
| 3 | Sr. Test Engineer | Roshni |  |
| 4 | Sr. Test Engineer | Namrta |  |
| 5 | Test Engineer | Umesh |  |
| 6 | Test Engineer | Kinjal |  |

The testing process will produced following deliverable:

|  |  |  |
| --- | --- | --- |
| **Sr. No** | **Test Documents** | **Duration** |
| 1 | Test Plan(TP) | 3 days |
| 2 | Test Scenario(TS) | 5 days |
| 3 | Test Cases(TC) | 10 days |
| 4 | Test Data(TD) | 3 days |
| 5 | Test Execution(TE) | 7 days |
| 6 | Test Report(TR) | 2 days |

**STAFFING AND TRAINING NEEDS**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Role** | **Date** |
| 1 | Roshni | Sr. Test Engineer |  |
| 2 | Umesh | Test Engineer |  |
|  |  |  |  |

## **SCHEDULES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Tester** |  | **TP** | **TS** | **TC** | **TD** | **TE** | **TR** |
| 1 | Bhushan | **Duration** | 3 day |  |  |  |  | 2day |
| 2 | Namarta | 3 day | 5 day | 10day | 3day | 7day | 2day |
| 3 | Kamlesh | 3 day | 5 day | 10day | 3day | 7day | 2day |
| 4 | Roshani | 3 day | 5 day | 10day | 3day | 7day | 2day |
| 5 | Umesh |  | 5 day | 10day | 3day | 7day | 2day |
| 6 | Kinjal |  | 5 day | 10day | 3day | 7day | 2day |

**Activity**

The testing activity will produced following table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **Testing Activity** | **Duration** | **Schedule Start Date** |
| 1 | Test Plan(TP) | 3 days | 01-10-2020 |
| 2 | Test Scenario(TS) | 5 days | 04-10-2020 |
| 3 | Test Cases(TC) | 10 days | 09-10-2020 |
| 4 | Test Data(TD) | 3 days | 19-10-2020 |
| 5 | Test Execution(TE) | 7 days | 22-10-2020 |
| 6 | Test Report(TR) | 2 days | 29-10-2020 |

# RISKS AND CONTIGENCIES PLAN

Some of the risk identified in the project is as follows:

Staff is on Vacation or has left the organization

* Lack of application knowledge.
* Application unavailability highly impacts the test schedule
* Development risks highly impacts the testing schedule.
* Problem caused by hardware or system software such as:

1. System crash
2. Configuration

# Mitigation Plan/Back Up plan/Contingency Plan

* Trainees would be appointed as back up staff
* Regular trainings on the domain and application will be organized.

## **APPROVALS**

The Product manager and Test manager both must agree on completion of the testing project and determine when it’s ready to proceed to the next step.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position/ Department** | **Signature** | **Date** |
| Bhushan | Product Manager |  |  |
| Sachin | Test Manager |  |  |