**CiviHR**

**(**<https://civihr.org/>**)**

**Prepared and Submitted by**

**AK Systems Inc.**

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# 1.0 INTRODUCTION

**CiviHR** has contracted with **AK Systems Inc.** to test the CiviHR Platform. This document will address the different standards that will apply to the GUI, Functional, Integration and UAT testing of the specified application.

# 2.0 OBJECTIVES AND TASKS

Objective of Test plan is to define the various Testing strategies and testing tools used for complete Testing life cycle of this project.

# 3.0 SCOPE

The document mainly targets the **GUI, Functional, Integration and UAT** testing and validating data in report output as per Requirements provided by Client.

## 3.1 Functions to be tested

1. GUI Testing
2. Functional Testing
3. Integration Testing
4. UAT

1st Phase: Functionality and validation

* Login page
* Forgot Password
* Application list
* Drag and drop functionality
* Online tasks
* Technical interview
* Director interview
* Job offer

2nd Phase: Functionality and validation

* Update Candidate stages
* Reject Candidates
* Filter results
* Links and landing pages
* UI testing

3rd Phase: UAT testing

* All the content pages
* Integration testing
* Header and footer links
* Usability testing of overall site
* Cross browser testing
* Responsiveness on all devices

## 3.2 Functions not to be tested

1. No other than mentioned in the point no. 3.1

# 4.0 References

<https://civihr.org/>

# 5.0 TESTING PROCESS OVERVIEW

## 5.1 Test Process

Test process followed by QA will be categorized in to 2 ways:

* Process to be followed when sufficient time is available for QA
* Process to be followed when sufficient time is not available for QA

### A) Process to be followed when sufficient time is available for QA Understanding Requirements:

* Requirement will be sent by client.
* Understanding of requirements will be done by QA.
* Respective lead and developer and queries are raised if any.
* Raised queries will be sent by lead to client.
* Response to queries will be sent by client.
* Test plan and RTM(Requirement Traceability Matrix) will be created.
* Test cases will be created by QA.
* Test case execution will be occurred in builds.
* Retesting and Regression testing will be done once the issues are fixed.

**Defect Logging and Reporting:**QA will be logging the defect/bugs in Google Doc found during testing and will send all the Bugs to client.

**Deployment/Delivery:**

* Once all bugs/defect reported after complete testing is fixed and no other bugs are found, report will be deployed to client’s test site by developer.
* One round of testing will be done by QA on client’s test site if required.
* Report will be delivered along with sample output by email to respective lead and Report group.
* QA will be submitting the filled hard copy of delivery slip to respective developer.
* Once lead gets the hard copy of delivery slip filled by QA and developer, he will send the report delivery email to client.

### B) Process to be followed when sufficient time is not available for QA

**Understanding requirement**:

* Requirement specification will be sent by client
* Understanding of requirements will be done by QA along with respective lead and developer and queries are raised if any
* Raised quires will be sent by lead to client
* Response to queries will be sent by client
* Test activity is started.

**Defect logging and reporting:**

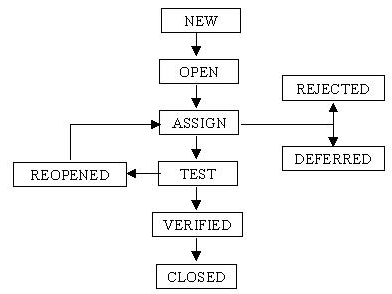
QA will be logging the defects/bugs in Google Doc found during testing and will send all the Bugs to client.

## 5.2 Deployment/delivery:

* Once all bugs/defects reported after complete testing are fixed and no other bugs are found, report will be deployed to client’s test site by developer.
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* Report will be delivered along with sample output by email to respective lead and report group.
* QA will be submitting the filled hard copy of delivery slip to respective developer
* Once lead gets the hard copy of delivery slip filled by QA and developer, he will send he report delivery email to Client.

## 5.3 Bug life cycle:

All the issues found while testing will be logged into Zoho bug tracker. Bug life cycle for this project is as follows:

****

# 6.0 TEST STRATERGY

## 6.1 Testing types Black box testing:

It is some time called behavioral testing or Partition testing. This kind of testing focuses on the functional requirements of the software. It enables one to derive sets of input conditions that that will fully exercise all functional requirements for a program.

**GUI Testing:**

GUI testing will includes testing the UI part of report and responsiveness on different screen sizes. It covers users Report format, look and feel, error messages, spelling mistakes, GUI guideline violations.

**Integration Testing:** Integration testing is systematic technique for constructing the program structure while conducting test to uncover errors associated with interacting. In Report, integration testing includes the testing Report from respective location(s).

**Functional Testing:** Functional testing is carried out in order to find out unexpected behavior of the report. The characteristic of functional testing are to provide correctness, reliability, testability and accuracy of the report output/data.

**User acceptance testing:** The purpose behind user acceptance testing is to conform that system is developed according to the specified user requirements and is ready for operational use.

# 7.0 TEST ENVIRONMENT

|  |  |
| --- | --- |
| **Server Name** | **URL** |
| Machine: QA-User-site | https://demo.civihrhosting.co.uk/welcome-page |

# 8.0 CONTROL PROCEDURE

## 8.1 Reviews:

Reviews will be done on following documents and review report will be prepare for each work products

* Test cases
* RTM(Requirement Traceability Matrix)

## 8.2 Bug Review Meetings:

Bug review meeting will be held for every test cycle conducted during the following phases:-

* GUI Testing
* Report Output/Data Testing

In case of critical / show stoppers bugs.

## 8.3 Change Request:

Change request for report will be handled using following process:

* Understanding the change request and its impact on exiting report functionality
* If the change is major, test cases will be updated
* If the change is minor, test cases may not be updated
* Retesting and regression testing will be done as per changed request

## 8.4 Defect Reporting:

Bugs found during static and dynamic testing will be logged in Google Doc.

# 9.0 ROLES AND RESPONSIBILITIES

|  |  |
| --- | --- |
| **Role** | **Responsibilities** |
| PM | 1. Acts as a primary contact for development and QA team.  2. Responsible for Project schedule and the overall success of the project. |
| 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 |

# 10. DELIVERABLE

|  |  |
| --- | --- |
| **Deliverable** | **Responsibility** |
| Test Design Document Test plan document | a) Unit white-box test design – covers white testing criteria, methods and test cases b) System test design – covers system test criteria, methods, and test cases, scripts.  c) Unit black-box test design – covers black box testing criteria, methods and test cases |
| Test report document | a) System Test report – covers system test results, problems, summary and analysis  b) Unit white-box test report – covers unit white box test results, problems, summary and analysis  c) Unit black-box test report – covers unit black box test results, problems, summary and analysis |

# 11. ENTRY CRITERIA

* The whole source code must be unit tested H/W and S/W should be in place
* QA resources have completely understood the requirements
* QA resources have sound knowledge of functionality in Reports
* Reviewed test scenarios, test cases and RTM

# 12. SUSPENSION CRITERIA

The build contains many serious defects which seriously or limit testing progress.

* Significant change in requirements suggested by client
* Software/Hardware problems
* Assigned resources are not available when needed by test team.

# 13. RESUMPTION CRITERIA

* Resumption will only occur when the problem(s) that caused the caused the suspension have been resolved

# 14. EXIT CRITERIA

* No defects over a period of time or less testing efforts
* All the high priority/severity test cases has been executed
* Deliverables are ready
* High severity/ priority bugs are fixed

# 15. RISK

* Delay in delivery of test items might require increased night shift scheduling to meet the delivery date
* Understanding requirements
* Domain and project knowledge

# 16. ACRONYMS

* GUI: Graphical User Interface
* RTM: Requirement Traceability Matrix