Hello ,

First off, thank you for spending some time walking through Jira with me! I really appreciate people taking some time out to learn about the tool that helps us provide a positive impact to the quality of our products.

Secondly, here are my QA Documents that will help paint a bigger picture of the QA Processes that we follow here at FCB Chicago. I should also add that if you feel that we need to add/update these we can always start a conversation on that as well.

Docs:

* QA Banner Certificate Template – Checklist for banners. Includes Checklists 1,2, and 3. The lists always include the previous list too, so if you ask me to test the video banners for list 3, I’m also testing list 1 and 2.
* QA Email and Banner Master Test Plan and Rate Card – Includes checklists plus my estimates.
* QA Email Certificate Template – The email checklist. Again, this list is modified as browsers/devices change.
* QA Process and Procedures – The living document for all things QA.
* QA RACI Document – This is our ‘Responsibility, Accountability, Consulting, and Informed’ matrix of roles with actions. This is the version that was approved by Linda and development. I have a new version pending that contains tweaks from this version.
* QA Website Certificate Template – If you have a simple ‘Promo Over’ type page we’ll use this. Otherwise you’ll be seeing a Test Plan.
* QA Website Test Plan Template – Another document that is continuously going through revisions, this is the doc that holds all the testing effort together per project.

Here’s a link to some helpful Jira documentation too: <https://confluence.atlassian.com/get-started-with-jira-software/i-work-in-a-software-team-844502157.html>

Let me know if you have questions,

Carl