1. **Purpose:**

This document describes the regulations about the software development process, specifically in this ecommerce website development.

1. **Application range**:

This document is applied for the ecommerce website development project.

1. **Abbreviations**:

EWDP: ecommerce website development project

1. **Scope:**

The document will be peer reviewed by all members who have participated in the project. For less than a half of members’ rejection, the document will have to be edited or redo if necessary.

1. **Roles and responsibilities**

| **No** | **Member** | **Role(s)** | **Responsibilities** |
| --- | --- | --- | --- |
| 1 | Đàm Thị Linh | SQA leader | Develop and document quality and process standards for all management processes |
| 2 | Trần Thị Hường | SQA auditor | Perform SQA tasks, report to SQA leader SQA assessment results. |
| 3 | Nguyễn Thị Nhung Anh | SQA auditor | Perform SQA tasks, report to SQA leader SQA assessment results. |
| 4 | Nguyễn Hoàng Vỹ | SQA auditor | Perform SQA tasks, report to SQA leader SQA assessment results. |
| 5 | Đặng Quỳnh Trang | SQA auditor | Perform SQA tasks, report to SQA leader SQA assessment results. |
| 6 | Lại Thị Minh Trang | SQA auditor | Perform SQA tasks, report to SQA leader SQA assessment results. |

1. **Work products**

| **No** | **Phases** | **Work product** | **Permission** | **Person** |
| --- | --- | --- | --- | --- |
| 1 | Estimation | … | … | All |
| 2 | Planning | Project plan | Read | All |
| 3 | Monitoring | Project management | Read | All |
| 4 | Risk managing | Risk management report | Read | All |
| 5 | Test report | Test report | Read | All |

1. **Schedule**

| Date | SQA Task | Member | Description | Output |
| --- | --- | --- | --- | --- |
| 22/3/2023 | Evaluate the process of planning, monitoring and monitoring the project | Linh | Review software specification, Estimation, Schedule and Project Plan | SQA Planning Report, SQA Assessment Record |
| 30/3/2023 | Review requirements analysis | Hường | Review software requirements development | Process inspection report |
| 8/4/2023 | Review and evaluate test design | Đặng Trang | Review design test documentation | SQA Report, SQA Assessment Record |
| 16/4/2023 | Review the release | Minh Trang | Process test: final release | SQA Report, SQA Assessment Record |
| 29/4/2023 | Consider closing the project | All | External evaluation after handing over to customers | SQA process inspection report |

1. **Test Environment:**

* All the codes for testing purpose will be placed right into the main project folder and run by corresponding ides (intellij, vscode)
* Api can be tested in postman or browser before connecting to frontend

1. **Test Data:**

* Ensure that the test environment has the necessary data and configurations to simulate realistic usage scenarios. This includes user data, database schemas, and system configurations
* The data to be tested should be both valid and invalid, which cover all the possible cases.

1. **Implementing process of EWDP**

*10.1. Description*

* Task management will be put on trello and managed there. There will be 4 main parts including Materials which contains google drive link for doc management and github for managing code, To do column which will contain tasks that are assigned at the beginning of each sprint, Doing column for tasks that are started and Done column for tasks that are completed.
* Doc (written and diagram), code will be completed simultaneously. Test, after the first sprint, will also be done at the same time.

*10.2. Analyze solution*

* After all the requests are clear, the solution analyzing step is also saved with comments on trello according to trello fields, the implementation is executed by the developer of that job

*10.3. Assignment*

* Assignment is implemented by assigning on trello and simultaneously archiving together on the file.
* The person being assigned on trello will execute the comments of solution and requirement analyzing

*10.4. Implementation estimation*

* This period is conducted during the start of the project. The leader collects information of all developers and testers members. After having all necessary information, the leader estimates and calculates time needed for tasks and takes notes in trello.
* After estimating, the work is changed into estimate done status

*10.5. Implementation*

* After work has been moved to current sprint with committed status, the developer and tester will execute dividing work to suit their ability in one sprint into the To do column
* Tester assigned to any job is responsible for screen capture for that job and save in google drive
* Everyday developer and tester have to move to their picked work to Doing column and total working time is equal to their working ability in a day
* After finishing work, move the work to Done column and guarantee all the tickets in the Doing column moved to Done column at the end of day
* After developers finish their work, they will assign the main task to testers
* Tester will execute to write test cases and use the sample of the test case. It is not necessary to fill information on all columns in case there is not any information of those column, the “Last status” column is not obliged to fill
* Testing steps such as component testing, integration testing, missing case need to be clarified by different color lines with clear title
* After the tester finishes writing, test case will be peer reviewed others. Test case will be considered as an official version only after being approved.
* In the process, tester or appointed person will write the test case for sprint demo according to template at the same time. Whenever customer request for any demo task then tester need to prepare test case for this task.
* All documents will be archived in issue folder on google drive

*10.6. Testing*

* Tester prepares testing data and testing environment according to list of installed data and list of installed environment
* Tester executes writing test case according to Due Date and confirm test case finished
* Tester or developer writes documents for work if requested
* Tester implements approved testcase when Developer assigns on trello
* Testing is internally integrated on server
* Tester reports result on Testing report sheet of test case. Testing report is conducted according to the time of the test. One testing time is when all test case are finished. One line is testing report sheet is respective with one test
* Developer fixes bug if any
* Archive document if this process as test case of Tester

*10.7. Release*

* All completed tasks will be changed into Done status on Trello. The assigned person will fill information of released versions such as which version released and name of that version.
* After finishing released version, implementation to release by transferring released versions
* All instructions for use, notes, will be recorded on the needed issue on trello
* Upload document to the ticket and change status into Done
* Release content will be written right in released mail content

1. **Defect Management:**

* Defect identification: The first step in defect management is identifying the defects or issues in the software. This can be done through testing, code reviews, or other quality assurance processes.
* Defect tracking: Once a defect is identified, it is logged into a tracking system such as a defect tracking tool. The tracking system should include information such as the severity of the defect, the steps to reproduce it, and the date it was discovered.
* Prioritization: Defects are prioritized based on their severity and impact on the software product. Critical defects that affect the core functionality of the software should be addressed first, while less critical defects can be addressed later.
* Assigning responsibility: Defects are assigned to a developer or team responsible for fixing them. This helps ensure that defects are addressed in a timely and efficient manner.
* Defect resolution: Once a defect has been addressed, it is marked as resolved in the tracking system. The resolution should include a description of how the defect was fixed and any steps taken to prevent similar defects from occurring in the future.
* Reporting: Defect management also involves reporting on the status of defects, including the number of defects identified, resolved, and outstanding. Reports should be provided to stakeholders regularly to keep them informed of the software quality status.

1. **Test Reporting:**

Testing reports will have to be generated from a given template.

1. **Acceptance Criteria:**

* SQA0: Project plan review
* SQA1: Software requirements analysis review
* SQA2: Review test design
* SQA3: Review before release
* SQA4: Consider closing the project