

projectName

**Solution assurance pack**

PHASE 3: EXPLORATION, ENGINEERING AND DEPLOYMENT

# Purpose of this document

DSDM handbook 8.5.2 Solution Assurance Pack; Appendix C 4.2 Solution Assurance Pack  
Document template version 0.2

* A collection of elements related to the completeness and fitness for purpose of components of the evolving solution. The elements include:
  + **Solution review records** — to record and explain decisions as they are made, regarding the way requirements are addressed in the evolving solution.
  + **Business testing pack** (where appropriate) — to demonstrate how business acceptance testing will be integrated throughout the project lifecycle; describe the nature and focus of the tests; indicate the likely time frames in which different levels of testing will occur and identify who will be doing the testing.
  + **Technical testing pack** — to demonstrate how technical acceptance testing will be integrated throughout the project lifecycle; describe the nature and focus of the tests; indicate the likely time frames in which different levels of testing will occur and identify who will be doing the testing.

# Document workflow

## Business testing

|  |  |  |  |
| --- | --- | --- | --- |
| RACI | Role | Name | Date |
| Responsible | **Business ambassador** |  | **yyyy-mm-dd** |
| Accountable | **Project manager** |  |  |
| Consulted | Business analyst |  |  |
|  | Team leader |  |  |
|  | Solution tester |  |  |
| Verified | Technical coordinator |  |  |
|  | Business visionary |  |  |

## Technical testing

|  |  |  |  |
| --- | --- | --- | --- |
| RACI | Role | Name | Date |
| Responsible | **Solution tester** |  | **yyyy-mm-dd** |
| Accountable | **Project manager** |  |  |
| Consulted | Team leader |  |  |
| Verified | Technical coordinator |  |  |

# Revision history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Version | Reason for change | Status | Date |
|  | 0.1.0 | Initial draft | Draft | **yyyy-mm-dd** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 1. Solution review records

***Solution review records provide a record (often informal) of all review activity for deliverable components of the evolving solution. They are a key input to the timebox review records. They may sometimes be omitted if the business ambassador is fully empowered and fully integrated into the solution development team and where timeboxes are very short.***

***Their purpose is to record and explain decisions as they are made, regarding the way requirements are addressed in the evolving solution and to record any hitherto unconsidered risks, dependencies or other observations that may impact on future development work.***

***Consider using:***

* ***Comments in Trello***
* ***Blog posts***
* ***Timebox review record***

***Quality criteria: Are the records sufficiently clear to allow the person creating them to recount them in detail at the end of the timebox? Although not necessarily kept under formal configuration management, are the records recorded on media that can be kept safe and secure between the time of creation and the end of the timebox?***

Solution review records…

# 2. Business testing pack

***The business testing pack builds on the firm foundation provided by the business testing strategy. It evolves, as the solution itself evolves, to provide appropriate detail.***

## 2.1 Business acceptance test plans

***Demonstrate how business acceptance testing will be integrated throughout the project lifecycle. Describe the nature and focus of the tests that will be carried out. Indicate the likely time frames in which different levels of testing will occur. Identify who will be doing the testing.***

***Quality criteria: Is the testing work achievable in the timescales indicated? Where it is not possible to test all aspects of the solution, are the areas of omission clearly noted? Will the resources identified be available when they are needed?***

Business acceptance test plans…

## 2.2 Business test scenarios

***Define business scenarios that will simulate the use of the solution (or part of it) in the target business environment. Do the scenarios identified adequately cover all aspects of the way the solution is expected to be used?***

Business test scenarios…

## 2.3 Business test data

***Provide business information to support the business test scenarios. Such information may:***

* ***originate from other business processes or business systems***
* ***simulate input from people interacting with the solution***
* ***describe the expected states of information for comparison at various points within the business process and at the end of the process***

***Quality criteria: Does the data cover all aspects of the intended scenarios? Does it test boundary conditions around requirements? For instance, if a requirement states that ‘the offer will be withdrawn after 100 days’ does the data allow for testing the status of the offer at exactly 100 days, at 99 days and at 101 days? Is the data presented in the format appropriate to the planned tests, e.g. in a data file for automated entry, on paper (in the form of test scripts) for manual entry or in a pre-populated database?***

Business test data…

## 2.4 Business test records

***Purpose is to record the results of formal business testing activity, and identify discrepancies between the actual and expected outcome of each test.***

***Quality criteria: Do the test records present the results of the testing in a way that is meaningful to those who will need to rectify any problems?***

Business test records…

# 3. Technical testing pack

Building on the foundation provided by the technical testing strategy the technical testing pack evolves as the solution itself evolves to provide appropriate detail.

## 3.1 Technical test plans

***Demonstrate how the technical testing will be integrated throughout the project lifecycle To describe the nature and focus of the tests that will be carried out To indicate the likely time frames in which different levels of testing will occur. To identify who will be doing the testing.***

***Quality criteria:***

* ***Is the testing work achievable in the timescales indicated?***
* ***Is the technical test data available or likely to be available in time for testing activity to occur?***
* ***If automated testing tools are to be used:***
* ***Have they (or will they be) made available to the intended users?***
* ***Has appropriate training in their use been arranged where necessary?***
* ***Where it is not possible to test all aspects of the solution, are the areas of omission clearly noted?***
* ***Will the resources identified be available when they are needed?***

Technical test plans…

## 3.2 Technical test scenarios

***Define technical scenarios that will simulate the use of the solution (or part of it) in the target business environment. Quality criteria: do the scenarios identified adequately cover all aspects of the way the solution is expected to be used?***

Technical test scenarios…

## 3.3 Technical test data

***Provide information to support the test scenarios. Such information may:***

* ***Come from external sources***
* ***Simulate input from people interacting with the solution***
* ***Describe the expected states of information for comparison at various points within the business process and at the end of the process***

***Quality criteria:***

* ***Does the data cover all aspects of the intended scenarios?***
* ***Does it test boundary conditions around requirements? For instance, if a requirement states that “the offer will be withdrawn after 100 days” does the data allow for testing the status of the offer at exactly 100 days, at 99 days and at 101 days?***
* ***Is the data presented in the format appropriate to the planned tests e.g. in a data file for automated entry, on paper (in the form of test scripts) for manual entry, in a pre-populated database?***

Technical test data…

## 3.4 Technical test records

***Record the results of formal testing activity and identify discrepancies between the actual and expected outcome of each test.***

***Quality criteria: do the test records present the results of the testing in a way that is meaningful to those who will need to rectify any problems?***

Technical test records…