**Test Plan**

**For**

**[OrangeHRM Website]**

**Document Version: 1.0**

**Date: 21/06/2025**

## **Approvals**

| **Role** | **Name** | **Signature** | **Date** |
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## **OrangeHRM Platform**

## Version History

| V. No. | Details of Change | Changed Sections | Prepared by | Date |
| --- | --- | --- | --- | --- |
| 1.0 | Initial Test Plan Creation | API | QA Team | 19/07/2025 |

## **1. Introduction**

### **1.1 Purpose**

This test plan is for the OrangeHRM system. It helps us check if the system works correctly and is easy to use. The test will focus on the "My Info" section, where employees can add or update personal details like contact info, emergency contacts, and education.

We will also test some parts of the Admin section, where HR can manage users, job titles, and company details. The goal is to find any bugs or problems before using the system in real life

### **1.2 Scope**

#### **1.2.1 In Scope**

This document includes the planning, execution, and management of test activities to check that OrangeHRM works correctly. It focuses on testing the **“My Info” module** for employees and the **Admin Module** for HR users. The goal is to make sure all fields, buttons, and actions work as expected and follow the business rules.

#### **1.2.2 Out of Scope**

This test does not include testing of the mobile version, database performance, API integration, or third-party tools.

### 

### **1.3 Background**

OrangeHRM is a web-based Human Resource Management System.It helps companies manage employee information like personal details, job data, and documents.The system is used by both employees and HR to make HR tasks easier and faster.

## **2. Test Strategy**

### **2.1 Test Level Selection**

Applicable Test Levels:

* System Integration
* System Integration Test (SIT)
* End-to-End Test (E2E)
* User Acceptance Test

### **2.2 Test Level Characteristics**

Each test level will follow a planned process.

Testing will begin when the test environment is ready and the requirements are approved.

Testing ends when all important bugs are fixed and test results are successful.

### **2.3 Test Scope**

In Scope:

| **Module name** | **Applicable role** | **Description** |
| --- | --- | --- |
| Personal Details | ESS-User | User can edit and enter certain fields(Employee ID, Driver License NO, Date of Birth). |
| Photograph | ESS-User | User can add a photograph of himself/herself. |
| Contact Details | ESS-User | User can edit their contact details(Country ,Street ,City/Town ,QA State/Province, ZIP Code Home Telephone, Mobile Work ,Telephone Work Email). |
| Emergency Contact | ESS-User | User can enter their contact details which will be needed during an emergency(Name, Relationship, Mobile Number). |
| Dependents | ESS-User | User can enter their dependents details(Name, Relationship, Date of Birth). |
| Job | Admin | User can only able to view their job details that have been pre-defined by the administrator |
| Immigration | ESS-User | User can enter their immigration details & select document type(Passport or Visa),then enter (Number, Issued Date, Expiry Date, Eligible Status” of their Passport/Visa and the Eligible Review Date). |
| Salary | Admin | User restricted from editing any field in salary information, HR admin can access to these information(Salary,Component,Pay , Frequency,Currency,Amount,Comment ,Direct Deposit Details,Attachments). |
| Report To | ESS-User | User are only able to view the list of supervisors that he/she report to(Assigned Supervisors ,Assigned Subordinates ,Attachments). |
| Qualifications | ESS-User | User can enter their previous work experiences(Work experiences, Education , Skills , Languages , License , Attachments) . |
| Membership | ESS-User | User can enter membership details. |
| User Management Module For Admin | Admin | HR Admin to administer users by creating logins and defining privileges by assigning User Types (Admin or ESS) |
| Job Module | Admin | All job related information can be defined in this feature. |
| Job Titles | Admin | job titles specific to the company can be defined in this option. |
| Pay Grades | Admin | HR Admin can define the pay grade by setting a minimum salary, maximum salary ,step increase, and the currency to be paid in. |
| Employment Status | Admin | define the status of employment employees are hired for or if they are terminated. |
| Job Categories | Admin | HR Admin to create job categories specific to the company to aggregate job classifications |
| Work Shifts | Admin | HR Admin can define work shifts for an individual or a group of employees. To add an entry. |
| Organization Module | Admin | All information about the organization, the structure and locations are defined here. |
| General Information | Admin | Basic details of the company can be entered on this screen. |
| Locations | Admin | HR admin can add details of sites and branches of the company |
| Structure | Admin | This feature allows the admin to define the hierarchy of the company by defining sub units. |
| Qualifications Module | Admin | This feature allows you to define all information with regards to employees’ qualifications. |
| Skills | Admin | define various sets of skills which can be later used on the PIM Module. |
| Education | Admin | define various types of educational qualifications which can be later used in the PIM Module. |
| License | Admin | define various types of licenses which can be later used in the PIM Module. |
| Languages | Admin | Different types of languages that employees in your company speak can be defined here and can be used in The PIM Module later. |
| Memberships | Admin | This feature allows the HR Admin to define different membership details of the employees which can be later used in the PIM Module. |

Out of Scope:

| **Module name** | **Applicable role** |
| --- | --- |
| Nationalities | Admin |
| Corporate Branding | Admin |
| configuration | Admin |
| Leave | Admin/ESS-User |
| Time | Admin/ESS-User |
| Performance | Admin/ESS-User |
| Dashboard | Admin/ESS-User |
| Claim | Admin/ESS-User |
| Buzz | Admin/ESS-User |
| PIM | Admin/ESS-User |

### **2.4 References**

- SRS Specification

- Requirement Traceability Matrix (RTM)

### **2.5 Testing Tools**

UAT: Manual test scripts

Test Management: Trello

## **3. Test Deliverables**

* Test Plan
* RTM
* Test Cases Document
* Bug report
* Test Summary Report

## **4. Milestones**

| **Milestone** | **Description** | **Planned Date** |
| --- | --- | --- |
| Requirements Analysis | Reading SRS document and understand user needs | June 22 , 2025 |
| Test Plan | Final version of test plan is approved | June 23 , 2025 |
| Test Case Design | All test cases are written | June 25 , 2025 |
| Test Execution | Running the written test cases | June 26 , 2025 |
| Test Summary | Writing test summary report | June 26 , 2025 |

## **5. Roles and Responsibilities**

**QA Lead :** prepare test plans and deliverables , specify all testing strategies .

**QA Team :** Analyzing SRS , Writing Scenarios and test cases , executing test cases .

**Dev Team :** Fixing the identified bugs.

**Business Users :** Conduct UAT .

## **6. Test Environment and Resources**

Testing will be performed in a simulated environment similar to production, with configurations including: Windows OS, Chrome/Firefox, MySQL DB, and test data based on real product entries.

## **7. Entry Criteria**

* The testing environment is established .
* Approved Business Requirements .
* Test cases reviewed .

## **8. Exit Criteria**

* Critical bugs are fixed .
* System testing passes .

## **9. Test Assumptions and Risks**

## **9.1 Test Assumptions**

This section lists assumptions that are specified to the test planning .

| **#** | **Assumption** |
| --- | --- |
| 1 | Stable test environment |
| 2 | Timely availability of test data |
| 3 | Users will commit adequate resources to UAT |

## **9.2 Risks and Mitigations**

| **Risk** | **Mitigation/Contingency plan** |
| --- | --- |
| Lack of required skill of the team | conduct job training plans |
| Incomplete test coverage | prioritize critical paths |
| Delay in Development phase | Obtain approval to delay the project |

## **10. Test Reporting**

Test reports will include execution status, defects with severity, and closure status. Metrics such as defect count, pass/fail rate, and test coverage will be reported weekly.

# **11. Sign-Off**

QA Lead : Ahmad Badaha

QA Tester : Yousef Sabet

QA Tester : Hala Mousa

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Date of Approval: 21/06/2025