Roles & Responsibilities:

1. Leading an offshore team of 6 members. 4 senior automation test engineers and 2 manual test engineers.
2. **Client & Onsite Coordinator interaction:**
   1. Getting requirements. Query session, participating in meeting with different business unit users.
   2. Sending and preparing QA artifacts.
3. **Offshore Team Management & QA activities:**
   1. Resource management.
   2. Task allocation (on the basis of resource capability and exp.) and task status meeting (Morning and evening task meetings).
   3. Making aware of client and onsite coordinator regarding the progress of release by preparing different kind of reports such as Test lab execution and defect reports (on the basis of Severity and priority).
   4. Preparing test plan (Depending upon the release) and getting it signed off from the client side and onsite coordinator.
   5. Analysing the requirements. Leading a brainstorming session.
   6. Preparing test estimation and sharing with client with valid reasons.
   7. Identifying of test environment etc. and test data.
   8. Preparing test scenarios and test design for team.
   9. Defect management. Reviewing of defects, assigning severity etc.
   10. Test Case review.
   11. Designing the UAT test cases.
   12. Participating in UAT.
   13. Leading a team in push to prod evn.
   14. Interaction with development team.
   15. Preparing project release notes mentioning about the new features and its importance and usability and present defects and putting them on the project SharePoint site.
   16. Preparation of test metrics like test case design and test case execution and defect density metrics.
   17. Keep tracking of project progress(with the help of test lab execution report which are generate daily like test cases completed, failed, passed, not run etc.).
   18. Calculation of schedule variance and effort variance.
   19. E.g. Test Design and Test case execution metrics then measuring the performance and setting goals for improvements.
   20. **Conducting and arranging resource training:** Like Database training or knowledge transfer session by recognising the project requirements.
   21. Preparation of WSR and MOM reports.
   22. Conducting validation activities like brainstorming sessions, walkthroughs etc.
   23. Giving demo to client/end user after every release.
   24. Sending release end review documents to offshore team and onsite team
   25. Performing risk management (Depending upon the release) and then identifying mitigation and contingency plans.

e.g **Risk:** Domain Experience,

**Risk Category:** Technical

**Possible Risks:** Is the product knowledge and/or documentation adequate for starting project (maintenance type)?

**Mitigation plan:** Demand requisite training and additional documents or

Budget for additional efforts and time for documenting product requirements

Responsibility - Account Manager/ Delivery Head/ Project Manager.

**Contingency Plans:** Explore the product features (self-study) for getting knowledge and documentation including R & D

Responsibility - Project Manager

Maintaining and preparing regression suite after every release.

Conduct "Lessons Learned" sessions

Research upcoming releases, new technologies, and new methods

Maintain a Knowledge Base of known problems, limitations, and workarounds

Prepare the Root cause analysis document.

Assisting my QA manager to define the release criteria (such as no s1 or s2 or p1 or p2 defects left) for a specific release.

Involved in preparing test environment e.g. CHAT project e.g. requiring windows xP, MAC or IE, Net Scape etc etc.

Understand the Business by attending meetings with the client and business analysts

Prepare whole project Test plan and Approach

To prepare Automation POC or effort on the basis of the following:

Identifying what percentage of tests are suitable to automate

How frequently the tests are run

­ How much it will cost to maintain and execute an automated suite

1. **Preparation of client reports or test completion reports (like Final inspection and review i.e FIR) or post mortem reports**

Also used to send release end review document to offshore and onsite team to provide their feedback and input to improve the testing processes.

Test Artifacts or reports:

1. Test Plan
2. Test Case/Test execution reports.
3. Defect reports
4. Test completion reports or post mortem report.
5. Final inspection reports
6. Creation of client problem register.
7. Release end review form to each and every onsite and offshore team members to improve the testing processes.
8. Lessons learned during the testing phase.
9. Test Metrics reports.
10. **Non Project or Organization level activities:**
    1. Preparing and Management CMMi activities related with our project. Leading my team for CMMI assessment.
    2. Participating in interview.
    3. Interacting with offshore project manager.
    4. Arranging infrastcutre for my team like CHAT project machine.

1.       Active participation in testing cycle of the software development lifecycle (requirements gathering, prototyping, design review, test case reviews).

2.       Working closely with Product Management, Program Manager, Development Team and Support teams to create and deliver a quality-focused QA deliverables.

3.       Develop & Execute functional, integration and end to end test cases to validate business, system and operational requirements.

4.       Collaboration across all teams to drive product and process improvement in test execution, test automation.

5.       Overall planning & estimating Test/QA Cycle schedule.

6.       Make sure testing is on schedule and identify and work with QA lead/Manager to fix test issues that are delaying release.

7.       Communicate test strategies and test plans to appropriate stakeholders.

8.       Worked on projects following Agile/Lean Software Development Process

9.       Working Experience on Automation Tool. Preference will be given who have extensively worked on CodedUI tool

10.   Work closely with different functional groups to resolve issues, ensure thorough testing from a business perspective, understand support issues, release high quality products to customers.

11.   Experience in Performance testing using Automated Tool will be a plus

12.   Experience in Basic level database testing using SQL Server.

13.   Good verbal and written communication skills

14.   Strong leadership skills.

15.   Experience writing quality bug reports.

16.   Strong Troubleshooting skills for reaching to root cause of customer reported issues.