**Organisational Procedures and Guidelines**

**The following protocols must be followed when maintain and updating your website.**

**Required Documentation for all Web Development and Webpages**

* + All code produced must include inline comments
  + Comments must explain each block of code
  + Comments must be detail enough for another developer to read and understand your code

**Document/webpage structure**

* + Each page must contain the following elements:

<!doctype html>

<html>

<head>

<meta charset="utf-8">

<title>Untitled Document</title>

</head>

<body>

</body>

</html>

* + Each page must fit the requirements of the client

**Data Security and Safety**

* + All files sent to colleagues, manager or lecturer must be scanned first by anti-virus software
  + All work produced is backed up
  + Backups are replicated in a minimum of 2 locations. For example, One Drive and local USB storage.
  + Multiple working versions of code are kept in-case of the need to rollback code.
  + User logins and Passwords are never shared
  + All sensitive information is encrypted

**Acceptance Testing**

Use the following template to confirm all client and functional requirements are meet.

Test Plan Overview

Name of site tested: Assessment – Task 1 and 2

Date test conducted: 2/14/2021

Name of person testing site: Jhon Paul De Villa

Position of person testing site: Student

Reason for testing: checking if there’s an error

Overview of testing method: validation tools such as achecker and Nu HTML checker

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Instructions** | **Problems or gaps identified** | **Changes needed to fill gaps** | **Pass of Fail** |
| **Styling Requirements** | * Does styling of web page meets document specifications and requirements? | Yes it does meet the web page requirement | Some errors has been changed and fixed | Pass |
| **Document Requirements** | * List the webpage requirements and specifications. * Does the developed webpage meet each requirement and specification? | The reequipment are based on task 1 and 2 and it does meet the requirement |  | Pass |
| **Links** | * List and test every link. * Describe where the link can be found on the site. * List where each link should navigate to. | The links are working properly and you find it on the sentences of the paragraph and its corrected |  | Pass |
| **Buttons** | * List and test every button. * Describe where the button can be found on the site. * Describe what each button should do. | There are no buttons | Add buttons | Pass |
| **Images** | * Check every image appears correctly * Record how long the site takes to load. * Identify images that take a long time to load | There are no image | Add images | Pass |
| **Multiple Browsers on different operating systems** | * Test all aspects given above in at least 3 browsers. * Test all aspects in multiple versions of the same browser. * Note any differences and problems | It works on different Browers such as firefox, google, and edge |  | Pass |
| **Multiple Screen Sizes using different devices** | * Test all aspects given above with at least 3 different screen resolutions on at least 2 different devices | It work on different screen sized such as dekstop, phone, and tablet |  | Pass |
| **Spelling and Grammar** | * Make sure there are no spelling or grammar errors on the site. | All the spelling and grammar are correct |  | Pass |
| **Validation of Code** | * Validate your code using The W3C Markup Validation Service   <http://validator.w3.org/> | Fixed some code using validation | Fixed the errors | Pass |

Name: Jhon Paul De Villa

Signature: Jhon

Date: 2/12/2024

Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Sign off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_