Guidelines Software Testers

DATE	VERSION	AUTHOR	REVIEWED BY	APPROVED BY
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1.0 INTRODUCTION

This document defines activities to be performed by a software tester in ChromeInfotech. This document is focused on defining the process of testing in any project running at ChromeInfotech. How well one adhere these points have impact in performance measurement also.

2.0 BEHAVIORAL GUIDELINES

1.) Give respect to all team members.
2.) Maintain open environment and share your thoughts without hesitation.
3.) Be polite in communication with client and team.

3.0 GUIDELINES TO LOG BUG

1.) When logging bug provide proper title and description.
2.) Steps to reproduce are only required if it's tricky or complex to replicate.
3.) Always add a screenshot as bug evidence. (If it's possible to take evidence)
4.) If bug is complex to replicate and not reproducible often then recording attached highly recommended.
5.) Do not enter due date.

6.) Selecting severity of bug is must. We have 4 categories
   - **Show Stopper**-> Bugs due to which you cannot continue with testing like not able to login, App crashed and you cannot continue further.
   - **Critical**-> Functional issues which have high business importance. It could be a issue in Finance Report or a flow in payment functionality or a issue in core functionality of application.
   - **Major**-> Are the ones which are typo mistakes or design/UI mistakes which can be easily identified.
   - **Minor**-> Are the ones like small validations on field. OR design problem which one cannot see easily. OR those which can be hardly identified by client.

7.) Selecting the milestone affected from bug is must.

8.) Always select the classification of the bug. Below are the ones.
   - Security
   - Crash/Hang
   - Data Loss
   - Performance
   - Usability
   - New Feature.
   - Enhancement
   - Other bug
9.) Always selected if bug is reproducible or not. Below are the options.

- Always
- Sometimes
- Rarely
- Unable
- Never Tried
- Not Applicable

10.) Always select a flag. Below are the options..
- Internal-> Minor issues should always be marked as Internal and should not able associated with any milestone.
- External. All other bugs should be marked as External and should always have milestone associated with them.

11.) Bugs should be assigned to developer accordingly.

12.) Bugs which are Minor in severity OR Security, Feature, Enhancement in classification should be assigned to Project owner.

4.0 OTHER GUIDELINES

1.) Participate in meetings with BA to discuss requirements, identifying features and creating milestones.
2.) Create list of Test Scenarios giving complete coverage to the scope when developers working on features for a milestone. Attach it with milestone.
3.) Attaches the list of Test Scenarios in milestone.
4.) Accept Test Build through email only.
5.) Inform Project owner and all team members when testing is completed through email and organize a meeting to discuss the issues found if required.
6.) In email mention the number of bugs you logged.
7.) Fill proper timesheet on Zoho people and select appreciate job/work item like meeting, Test Cases, Testing, Bug verification etc.
8.) Keep your project owner in every email you communicate with Client or with Team.

9.) Do know test build if below points are not mentioned in a test build email.

- Code Check in on GIT (Yes/No)
- Scenario mentioned by QA reviewed and covered (Yes/No)
- All Task complete (Yes/No)
- All bugs available in milestone moved to 'To be tested. (Yes/No)
- Build is in QA environment (Yes/No)
- Database in clean. (Yes/No)