**AREAS OF ACCOUNTABILITY**

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| Employee name: | **Koushan Rostamzadeh** |
| Position: | **QA Lead - Foundation** |
| Team | **Quality Assurance** |
| Reports to: | **Riccardo Patti - Director, Quality Assurance** |
| Prepared on: | **October 12th, 2017** |

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| **QA Team Lead Tasks**   * Facilitate team meetings: biweekly retrospectives, weekly quarterly goals check-in, progress updates. * Plan for team initiatives. * Conduct monthly 1-1s with team members. * Conduct 3 month & annual reviews for Foundation QA team members. * Review and approve time-off requests for the Foundation QA team. * Ensure training/onboarding documentation is relevant and up-to-date. * Own the overall QA process across Foundation web and mobile teams and ensure clarity of responsibilities. * Involved in the recruitment process for Foundation QA candidates (full time and co-op). * Provide single point of contact for FQA team-related issues. * Communicate and escalate team needs/issues to QA Director. | **45%** |

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| **Test Planning, Execution and Reporting**   * Participate in requirements gathering and definition during Sprint Planning. * Review epics, user stories and acceptance criteria to ensure full understanding of requirements for features. * Identify test conditions from requirements/user stories, map test case requirements and define test plans. * Develop, document and maintain test cases and other test artifacts, i.e. test device matrix, test data, test reports, etc. * Facilitate test plan/test case review with cross-functional team members. * Execute planned testing levels (e.g. smoke testing, regression testing, functional testing, etc.), evaluate test cases and report test results. * Identify any potential quality issues per defined process and escalate critical issues to Product Team. * Ensure that validated features meet functional and design requirements. * Identify, replicate, investigate and report defects (discovered internally during testing or by other teams, or externally by clients/vendors) and verify defect fixes. | **45%** |

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| **Training**   * Train other QA team members to ramp up on company quality strategies, processes, methods, tools, etc. * Review QA documentation for onboarding, processes, methods, tools, etc and suggest areas for improvement. * Collaborate with project teams to familiarize with project specifics. | **5%** |

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| **Team Process Improvement**   * As part of the QA team, create and maintain articles on Confluence/Wiki on areas of expertise. * Collaborate with the QA team to identify tools and methods to improve QA processes. * Continuously identify opportunities to remove inefficiencies and take measurable steps to create additional value for team and clients through continuous improvement practices. * Be part of a service-focused culture with emphasis on delivering on-time, high-quality solutions to internal teams and external clients. | **5%** |