**Quality Assurance**

The IGDC Project Manager and the project team will perform assessments at planned intervals throughout the project to ensure all processes are being correctly implemented and executed.  Key performance metrics will be a website domain, hosting service, front end, access control, accurate data conversion, and an accurate search mechanism.

The established project tolerances for these metrics are implied by the scope as “working,” since there is no baseline against which to establish norms.

If discrepancies are found, the quality manager will meet with the Project Manager and review the identified discrepancies.

As this is a small project, the PM will incorporate quality reviews in the weekly meetings.  In these reviews, an agenda item will include a review of project processes, any discrepancies and/or findings from the quality manager, and a discussion on process improvement initiatives. Process improvement is another aspect of quality assurance.  Quality assurance reviews, findings, and assessments should always result in some form of process improvement and, as a result, product improvement.  All process improvement efforts must be documented, implemented, and communicated to all stakeholders as changes are made.

The following tests, based on use cases, have been identified as the basis for customer acceptance and quality in the product:

**USER LOGIN**

**Action: Log in to the system with a correct username and password**

**Log into the system with an incorrect username and correct password**

**Log into the system with a correct username and incorrect password**

**Log into the system with both wrong**

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| **CHECK** | **Work/Fail** | **Date** | **Initials** |
| 1. Are all buttons and graphics lined up with the plan? |  |  |  |
| 2. Does the user name bring up the right user information? |  |  |  |
| 3. Is the user offered the option of editing her own data? |  |  |  |
| 4. Are all date formats correct (DD-MON- YYYY) ? |  |  |  |
| 5. Does an incorrect user name bring user back to the login page? |  |  |  |
| 6. Does an incorrect password generate an appropriate error message and bring user back to the login page? |  |  |  |
| 7. Is the correct window title displayed? |  |  |  |
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**USER SEARCH**

**Action: Search for member with first name Lisa**

**Search for members who pledged in 1984**

**Search for members who pledged in Spring**

**Find out how many people have pledged at the chapter altogether**

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| 1. Are all buttons and graphics lined up with the plan? |  |  |  |
| 2. Is the background color correct and consistent? |  |  |  |
| 3. Are the proper items returned for the search? |  |  |  |
| 4. Are all date formats consistent (DD-MON- YYYY) ? |  |  |  |
| 5. Are multiple lines shown in alternating colors for ease of reading? |  |  |  |
| 6. Does a null search give a proper statement (i.e. “there are no members that meet that criteria”) |  |  |  |
| 7. Does the right response come back? |  |  |  |
| 8. Do long names or addresses wrap properly? |  |  |  |
| 9. Is the correct window title displayed? |  |  |  |
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UPDATE USER PROFILE

Action

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|  | Pass/Fail | Date | Initials |
| 1. Are all buttons and graphics lined up with the plan? |  |  |  |
| 2. Is the background color correct and consistent? |  |  |  |
| 3. Are all fields available for editing? |  |  |  |
| 4. Are the default fields unavailable for editing? (Line name, Year of Initiation, first name, Last name) |  |  |  |
| 5. Is the correct window title displayed? |  |  |  |
| 6. Does the submit button return user to a summary page? |  |  |  |
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GRANT/DENY ADMIN PERMISSION

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| **Check** | **Pass/Fail** | **Date** | **Initials** |
| 1. Are all buttons and graphics lined up with the plan? |  |  |  |
| 2. Is the background color correct and consistent? |  |  |  |
| 3. If user is not admin eligible does proper message come back? |  |  |  |
| 4. If user is admin, are all fields available for editing, including those considered default? |  |  |  |
| 5. Does the submit button return user to a summary page? |  |  |  |
| 6. Is the correct window title displayed? |  |  |  |
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CLICK EXTERNAL LINK(s)

Starting point: RETURN OF SEARCH RESULT

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| **Check** | **Pass/Fail** | **Date** | **Initials** |
| 1. Does email link take user to default email? |  |  |  |
| 2. Does facebook link take user to facebook page? |  |  |  |
| 3. Does linkedin link take user to Linkedin? |  |  |  |
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CREATE USER ACCOUNT

Action Person with admin privileges selects the enters information and hits submit

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|  | Pass/Fail | Date | Initials |
| 1. Are all buttons and graphics lined up with the plan? |  |  |  |
| 2. Is the background color correct and consistent? |  |  |  |
| 3. If user is not admin eligible this page should not show. |  |  |  |
| 4. If user is admin, are all fields available for editing, including those considered default? |  |  |  |
| 5. If admin does not enter first name is an error returned? |  |  |  |
| 6. If admin does not enter last name is an error returned? |  |  |  |
| 7. If admin does not enter year of initiation, is an error returned? |  |  |  |
| 8. If admin does not enter semester, is an error returned? |  |  |  |
| 9. Does the submit button return user to a summary page? |  |  |  |
| 10. Is the correct window title displayed? |  |  |  |
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USER LOGOUT

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|  | Pass/Fail | Date | Initials |
| 1. Are all buttons and graphics lined up with the plan? |  |  |  |
| 2. Is the background color correct and consistent? |  |  |  |
| 3. When the user logs out, does it go back to the main screen? |  |  |  |
| 4. if user hits the forward webpage button/arrow, is user prompted to login again? |  |  |  |
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**DELETE USER ACCOUNT**

Action: Person with admin privileges searches, then selects the Image result for delete icon next to a member’s name

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|  | Pass/Fail | Date | Initials |
| 1. Are all buttons and graphics lined up with the plan? |  |  |  |
| 2. Is the background color correct and consistent? |  |  |  |
| 3. If user is not admin eligible this page should not show. |  |  |  |
| 4. If user is admin, is the delete icon available? |  |  |  |
| 5. When admin selects a person, does a prompt return asking the admin user to confirm that they want to delete “\_\_\_.”? |  |  |  |
| 6. does system return a message that “\_\_\_\_” has been deleted? |  |  |  |
| 7. Is there an OK button after message? |  |  |  |
| 9. Does the system return to start page after acknowledgement is completed? |  |  |  |
| 10. Is the correct window title displayed? |  |  |  |
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CREATE USER ACCOUNT

Action Person with admin privileges selects the enters information and hits submit

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|  | Pass/Fail | Date | Initials |
| 1. Are all buttons and graphics lined up with the plan? |  |  |  |
| 2. Is the background color correct and consistent? |  |  |  |
| 3. If user is not admin eligible this page should not show. |  |  |  |
| 4. If user is admin, are all fields available for editing, including those considered default? |  |  |  |
| 5. If admin does not enter first name is an error returned? |  |  |  |
| 6. If admin does not enter last name is an error returned? |  |  |  |
| 7. If admin does not enter year of initiation, is an error returned? |  |  |  |
| 8. If admin does not enter semester, is an error returned? |  |  |  |
| 9. Does the submit button return user to a summary page? |  |  |  |
| 10. Is the correct window title displayed? |  |  |  |
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**DISABLE USER ACCOUNT**

Action: Person with admin privileges searches, then selects the next to a member’s name

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|  | Pass/Fail | Date | Initials |
| 1. Are all buttons and graphics lined up with the plan? |  |  |  |
| 2. Is the background color correct and consistent? |  |  |  |
| 3. If user is not admin eligible this page should not show. |  |  |  |
| 4. If user is admin, is the disable box available for checking? |  |  |  |
| 5. When admin selects a person, does a prompt return asking the admin user “is “\_\_\_\_\_\_” an Ivy Beyond the Wall”? (Yes/no) |  |  |  |
| 6. If yes, does system ask for “date of death or date of notice”? |  |  |  |
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| does system return a message that “\_\_\_\_” has been deleted? |  |  |  |
| 7. Is there an OK button after message? |  |  |  |
| 9. Does the system return to start page after acknowledgement is completed? |  |  |  |
| 10. Is the correct window title displayed? |  |  |  |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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