ADS QC Procedure

# **Sprint**

## 1.1 Before Sprint meeting

1. QA team has a meeting where team goes through all tickets that should be done in next sprint, on that meeting QA manager with team does next things:
   1. When team is familiar with all tickets that should be done in the sprint, QC manager creates a list of tickets that will be covered with manual/automated tests in next sprint. QC manager adds tags on each US that should be covered if US should be covered with manual ticket tag “QC Manual Test Case Required” will be added, if we want US to be covered with automated tests “QC Automated Test Required” will be added. All US that needs to be covered by tests will have “QC Manual Test Case Required” tag because we need to create manual tests and based on those tests we will choose which one of them will be automated.
   2. QC Manager with rest of the team will determines which testing type should be done in next sprint based on tickets that will be done in next sprint (Load testing, API testing, Regression testing for specific feature, Full regression, etc.). When team decides what testing type should be performed QC
      1. manager creates tasks for QC team
      2. team gives time evaluation for each ticket
      3. QC manager assigns tickets to QC members and puts tickets in sprint.
   3. QC manager with rest of the team creates test task for **manual** **check of feature** for each US that should be covered by QC in next sprint and links it to main US
      1. when task is created QC team gives time estimate how long will they need to test specific ticket
      2. QC manager assigns test ticket to QC manual/automated test engineer
      3. QC Manager adds ticket to active sprint
   4. QC Manager with rest of the team creates test task for test case that **should be written on test plan** for each US that should be covered by QC in next sprint and links it to main US
      1. when task is created QC team gives time estimate how long will they need to write test cases for specific US
      2. QC manager assigns test ticket to QC manual/automated test engineer
      3. QC Manager adds ticket to active sprint
   5. QC Manager with rest of the team creates test task for **automated tests that should be written** for each US that should be done in next sprint and links it to main US
      1. when task is created QC team gives time estimate how long will they need to create automated tests for specific ticket
      2. QC manager assigns test ticket to QC manual/automated test engineer
      3. QC Manager adds ticket to active sprint
   6. If QC doesn’t have enough time to fill full sprint, QC Manager creates additional testing tasks for stuff that are missing (missing covered automated tests, missing test cases on test plan, etc.)

## 1.2 On Sprint planning call

1. QC team asks rest of the team to clarify some tickets if they find them unclear
2. QC Manager with PM and rest of the team goes through list of tasks that QC has to do in next sprint and moves tickets with lower priority to next sprint (if QC has a lot of tasks in active sprint).
3. QC manager shares with rest of the team which testing type will be performed in next sprint and he expects feedback from main developers. If testing plan was not good (if testing types need to be updated) QC manager adds/removes/updates time on tickets after the sprint planning call
4. PM goes through tickets with team, team should decide what are potential tickets that can threats stability of application and those tickets should have “Regression Risk” tag and they should have high priority

## 1.3 After Sprint planning call

1. If QC manager needs to add testing type that changes drastically testing plan that QC agreed before the sprint planning call then QC manager in agreement with PM removes QC tasks from the sprint.
2. QC Manager creates test plan on Azure DevOps and shares it with rest of QC team

## End of sprint

1. QC Manager sends report of executed manual and automated tests, in report team will see test cases that were executed and testing results.
2. QC manager organizes newly created test cases from test plan that was used in this sprint and puts them in “[PRISM - Test Case Knowledge Base](https://adsenv.visualstudio.com/ADS%20Core/_testPlans?planId=19140)”test plan folder structure.

# **Rules for QC**

1. QC on end of each day should update time on tickets on which they worked that day
2. When US is in Testing state, QC moves ticket for manual testing in progress (sets active state) and then QC starts with testing, when testing is done QC moves both US and manual testing ticket into closed state.
3. If QC works on test task for writing test cases then he moves that ticket to progress, when he finishes writing of test cases and rest of QC Team or QC manager reviews test cases and approves them then ticket is moved to closed column.
4. If QC works on test task for writing automated tests
   1. he moves his ticket in Active state
   2. he creates branch that will be related to that ticket
   3. when he is done with automated tests he creates PL
   4. when PL is approved ticket will be closed automatically and branch will be removed
5. If QC has task to do specific testing type (Regression testing) he moves ticket to Active state only when tickets that are marked as “Regression Risk” done 1.2.4 section

## Test case creation procedure/rule

1. QC manual engineer creates list of test cases with summary that he plans to write for specific UC.
2. QC manual engineer sends created list to QC team to review it
3. When QC team approves all test cases, then we can start with writing tickets to Azure Dev Ops Test plan

## Automated test creation procedure/rule

1. QC automated engineer will start with writing automated tests only if US is finished, if QC automated engineer can create automated tests before US is finished then he should move ticket in Active state.
2. US must contain manual test cases related to US, based on those test cases QC Automated engineer will create automated tests.

## 2.3 Automated test execution procedure/rule

1. Automated tests will execute every night
   1. Report of automated tests is being reviewed by QC automated engineer every morning, if state of AT is not OK, QCA debugs automated tests and looks for a problems.
   2. When QCA starts to debug automated tests he must create task for that and log estimate for that taks
   3. When debugging is done QCA sends report of failed tests to QC Manager with reasons why tests are failing and with bugs because of why tests are failing

## Reporting procedure/rule

1. QC Manager informs PM about state of automated and manual tests on daily bases and he will send all new bugs that are found daily.
2. At last day of sprint QC manager sends report of testing
   1. Report must contain how new test cases was created in this sprint
   2. How many new automated tests was created in this sprint
   3. Result of testing (number of executed tests, number of failed tests with bugs, report of manual testing and report of automated testing)
   4. At the end QC manager sends overall picture of the build that should be pushed to production, QC manager approves or not approves the build to be pushed to production.

## Test plan creation procedure/rule

1. When sprint meeting is finished QC Manager starts with creating Test plan for current sprint
   1. Test plan must contain requirement test suits for all US that will be done in this sprint (that have “QC Manual Test Case Required” tag)
   2. Test plan must contain regression folder if team aggreges to have them
   3. Test plan must contain all tests that need to be executed within next sprint
   4. Test plan must contain smoke testing of production when release Is done, to confirm that everything works OK
   5. Test plan is done and can be closed when all test cases from test plan are executed
   6. When test plan is done, QC Manager at the end of the sprint organizes newly added test cases in “[PRISM - Test Case Knowledge Base](https://adsenv.visualstudio.com/ADS%20Core/_testPlans?planId=19140)”