# Title: QA Checklist (Test Plan)

**Entry criteria**(The prerequisites that must be achieved before commencing the testing process):

* Ensure that unit test cases are written
* Ensure that unit test cases are passed in PR (backend, frontend, brakeman)
* Ensure that PR is reviewed and accepted
* Ensure design review is done
* Ensure that requirements are validated by PM in stack (PM sign-off)
* Attain knowledge by receiving KT from PM and Dev
* Sit for code walkthrough and impact analysis with Dev/SME
* Ensure Freshrelease ticket is marked "Ready to Test"

**Testing cycle\***:

* Do requirement analysis and raise clarifications with PM if any (Ensure spec is updated for all changes)
* [Write test cases](https://confluence.freshworks.com/pages/viewpage.action?pageId=219349958) and upload in Freshrelease *after peer review*
* [Create Test run](https://confluence.freshworks.com/pages/viewpage.action?pageId=219349958) in Freshrelease and add the appropriate cases (Feature cases + Impact areas)
* Brainstorm feature with QA team to collect areas impacted
* Preload the needed data for testing in staging equivalent environment before starting testing (Eg: Creating a field with same name of newly adding field)
* Modify cases in existing automation suite if there is any UI change
* Write automation (P1/P2s mandatory) for new feature and get them reviewed
* Do functional testing of new feature (Manual testing to identify blockers)
* Do regression testing of the [impact areas in product](https://confluence.freshworks.com/pages/viewpage.action?pageId=210012213)
* Update the test results for the Test run
* Validate new API endpoints/payload changes (API testing)
* Verify impact areas in mobile
* Do browser compatibility testing for the new feature
* Verify test run results of full automation in stack/docker to ensure that existing functionalities are not broken
* Report bugs and validate fixes pushed
* Bug fixes - phase 2 testing
* Ensure ticket status is marked appropriate(Branch/Staging Testing) with Release ID

###### \* Refer [Freshrelease setup](https://confluence.freshworks.com/pages/viewpage.action?pageId=219349958) for more details on different work items

**Exit Criteria**(The conditions that must be met before testing is concluded):

* Ensure test run in Freshrelease is fully updated with the test results (Passed/ Failed) with Failed cases linked to iteration bugs
* Convert deferred iteration bugs to 'Bugs' and link them to the next version of the user story
* Validate rspec, frontend and brakeman test results for the staging items
* Ensure automation is green - false failures (if any), need to be verified manually
* Verify sidekiq jobs (No new dead jobs in sidekiq)
* Verify newrelic exceptions (No new exceptions in newrelic)
* Run rake tasks/ migration in docker/staging and communicate to team through slack/ chat for rest of the dockers
* Check with PM for status of KBase
* Check with PM for status of the API documentation (if there is any change)
* Ensure that the automation scripts (for the new cases) are merged to Staging, and the "Automation status" of the corresponding test cases is updated in Freshrelease
* Ensure that the Freshrelease ticket is closed only after verifying in production (in all PODs)
* Ensure that the Testrun is marked 'Completed' in Freshrelease