

# Test Plan Design and Review Procedure

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Stage	Role	Name
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This document's purpose is to define a procedure for designing and reviewing test plans in Vidyo QA.

- **Phase 1 – Creating QA Subtasks and Assignment of feature/story to QA Engineer.**

QA Subtasks for the various stories will be created before the sprint-planning meeting.  
Default QA Subtasks should be:

1. Write test plan for "x"
2. Review Test Plan for "x"
3. Automate Test Plan for "x"

During the sprint-planning meeting or slightly before hand, the various stories/features will be assigned to specific QA engineers. This is done at this time to ensure the QA engineers are aware of the different features they will be working on before the sprint begins and to allow sufficient time to design and write the test plan before the feature/story has completed development.

**Responsibility – QA Lead will create the subtasks and assign the subtasks to the QA Engineer/Engineers**

- **Phase 2 – Understanding the scope of the feature/requirement**

In this phase the individual assigned to designing the test plan will follow the below steps to ensure that they are sufficiently prepared for beginning to design the test plan

Attend all planning/PRD Reviews meetings for the feature

Read documentation including but not limited to the PRD, Technical Design Documents notes and any discussion in JIRA/Confluence regarding this feature

If needed, engage in follow-up meetings and discussions with the developers, designers and product manager to make sure the requirements are clear

**Responsibility – QA Engineer Assigned to the feature**

- **Phase 3 – Define high-level test design**

In this phase, which can be done in parallel to phase 1, the QA engineer will define a high level test design that explains the high-level objectives of the test plan. This high level design should include the environment needed for testing. For example, NETem and WebProxies or access to specific machines. The QA Team Lead or Manager should approve the high level design. This need not be a lengthy process and the review/discussion can be verbal.

The QA engineer should be prepared to answer the following questions regarding the feature/story:

In short, what is the purpose of the feature?

Does this feature require a special environment or setup in order to test?

Does this feature require coordination with other individuals/teams?

**Responsibility – QA Engineer Assigned to the feature**

- **Phase 3 – Writing**

In this phase the QA engineer will begin writing the test plan. Every test plan in Vidyo must take into account the following criteria

Acceptance criteria – what test cases make up the acceptance criteria for the feature/requirement/story

Functional testing – Are all the functional requirements addressed?

Negative and failure test cases – Are failure/error conditions addressed?

Load testing – When applicable

Stress testing – When applicable

System testing

Compatibility testing

**Responsibility – QA Engineer Assigned to the feature**

- **Phase 4 – Review**

After writing of the test plan is complete, the QA Engineer should schedule a review with the following:

1. All developers involved in the feature/story
2. Product Manager
3. Automation Team

The purpose of this review meeting is to determine whether to test plan is comprehensive and covers all necessary areas. In addition, in this meeting test cases should be marked as "Pending Automation" or "Not Automated". A representative of the automation team must attend this meeting so that this distinction can be made correctly.

**Responsibility – QA Engineer Assigned to the feature**