Content & Styl

Responsibility of Design

	Test		Test log		
		Name	Date	Outcome	Notes
1.1	Check page designs against Photoshop visuals				
1.2	Check CTAs match the agreed designs				
1.3	Check page designs when webfonts are switched off if webfonts require JS using ffffallback				
1.4	Check 404 error page message & make sure page exists				

Responsibility of Accounts

	Test		Test log		
		Name	Date	Outcome	Notes
1.5	Check the Scoping Document to make sure all User Stories are present and complete				
1.6	Check the sitemap to make sure we have created all the correct pages				
1.7	Capitalisation (especially of main headings)				
1.8	Check spelling and grammar				
1.9	Tense/style of writing				
1.10	Treatment of bulleted lists (e.g. periods or commas at end of each item)				
1.11	Recurring/common phrases (e.g. 'More about X' links)				
1.12	Validation & error messages (e.g. 'Enter valid phone number')				
1.13	Variations in words (e.g. Websites vs Web Sites, or UK vs US spelling)				
2.4	Ensure no test content on site				
2.5	Check how important pages (e.g. content items) print				

Standards & Validation

Responsibility of Development

	Test		Test log		
		Name	Date	Outcome	Notes
2.1	Ensure all pages validate to WCAG level A using Total Validator. If a page does not validate	Shane Armstrong	25/07/14	PASS	Exceptional work, not a single issue to note
2.2	Ensure all HTML validates to HTML5 using Total Validator. If a page does not validate seek a	Shane Armstrong	25/07/14	PASS	
2.3	Ensure all the site throws no PHP warnings or errors. Where possible, also address all notic	Shane Armstrong	25/07/14	OASS	

Search Engine Visibility, SEO & Metrics

Responsibility of Development

	Test		Test log		
		Name	Date	Outcome	Notes
3.1	Page Titles are important; ensure they make sense and have relevant keywords in them	Shane Armstrong	25/07/14	FAIL	
3.2	H1 tags should be unique for each page and match the site map	Shane Armstrong	25/07/14	PASS	
3.3	Create metadata descriptions and keywords for important pages	Shane Armstrong	25/07/14	FAIL	
3.4	Check for canonical domain issues (e.g. variations in links to site.com, www.site.com, www	Shane Armstrong	25/07/14	PASS	
3.5	Ensure content is marked-up semantically/correctly	Shane Armstrong	25/07/14	PASS	
3.6	Check format (user/search engine friendliness) of URLs. Page titles should be unique for ea	Shane Armstrong	25/07/14	PASS	
3.7	Ensure we have created an XML Sitemap	Shane Armstrong	25/07/14	FAIL	
3.8	Ensure robots.txt points to the XML sitemap	Shane Armstrong	25/07/14	FAIL	This needs doing on launch
3.9	For re-designs, ensure important old/existing URLs are redirected to relevant new URLs, if t	Shane Armstrong	25/07/14	PASS	
3.10	Check all 'Hidden Copy' (e.g. alt text, transcriptions, text in JavaScript functions)	Shane Armstrong	25/07/14	PASS	
3.11	Ensure we have set up Google Analytics	Shane Armstrong	25/07/14	FAIL	
3.12	Ensure we have set up Google Webmaster Tools	Shane Armstrong	25/07/14	FAIL	

Social

Responsibility of Development

	Test		Test log			
			Name	Date	Outcome	Notes
4.1	Ensure that content has the relevant Open Graph tags		Shane Armstrong	25/07/14	FAIL	
4.2	Ensure that a Facebook application is setup with webmaster@studioskylab.com user as own		Shane Armstrong	25/07/14	FAIL	
4.3	Check Twitter meta tags are included & appropriate ones are being used		Shane Armstrong	25/07/14	FAIL	

Functional Testing
Responsibility of Development

	Test		Test log			
			Name	Date	Outcome	Notes
5.1	Test key functional areas (e.g. search box, find my nearest, drop downs ect.) across a rang		Shane Armstrong	25/07/14	FAIL	Tickets in Jira
5.2	Ensure dynamic menus grow to accommodate client managed content by adding 'test cont		Shane Armstrong	25/07/14	PASS	
5.3	Check search functionality (including relevance of results)		Shane Armstrong	25/07/14	N/A	
5.4	Check on all supported browsers in the latest Skylab Browser Statement document (Please		Shane Armstrong	25/07/14	FAIL	Tickets in Jira
5.5	Check the website renders correctly on iPad		Shane Armstrong	25/07/14	PASS	
5.6	Check on screen resolution of 1024 x 768		Shane Armstrong	25/07/14	PASS	
5.7	Test all forms. Does the data go into the CMS? Does the 'from' and 'subject' line make sen		Shane Armstrong	25/07/14	PASS	
5.8	E-Mail – Test notifications on Staging		Shane Armstrong	25/07/14	PASS	
5.9	E-Mail – Make sure the client domain is verified		Shane Armstrong	25/07/14	PASS	
5.1	Check JavaScript is error free		Shane Armstrong	25/07/14	PASS	
5.11	Test without JavaScript and Flash. The site should degrade gracefully		Shane Armstrong	25/07/14	FAIL	Ticket in jira
5.12	Check all links are valid		Shane Armstrong	25/07/14	PASS	
5.13	Make sure non www. address is set up and works		Shane Armstrong	25/07/14	N/A	

Infrastructure Security
Responsibility of Development

	Test		Test log			
			Name	Date	Outcome	Notes
6.1	Check permissions are setup correctly for read/write by the web server		Shane Armstrong	25/07/14	N/A	
6.2	Ensure that a machine with SSH installed is locked down to use a key based login for remot		Shane Armstrong	25/07/14	PASS	
6.3	Replace IPTABLES with a firewall – e.g. with AWS we do not use IPTABLES but rely on AWS		Shane Armstrong	25/07/14	**PASS**	
6.4	Any ports or servers not being used by the application should be retracted to the Skylab offi		Shane Armstrong	25/07/14	**PASS**	
6.5	Ensure a Pingdom uptime check is setup		Shane Armstrong	25/07/14	**FAIL**	

Performance
Responsibility of Development

	Test		Test log			
			Name	Date	Outcome	Notes
7.1	Seek guidance from Senior Developer as to whether load testing is appropriate		Shane Armstrong	25/07/14	PASS	
7.2	Ensure appropriate caching is set up		Shane Armstrong	25/07/14	PASS	
7.3	Check image optimisation		Shane Armstrong	25/07/14	PASS	
7.4	Check site loading performance using Google Page Speed or YSlow and http://www.webpa		Shane Armstrong	25/07/14	PASS	
7.5	Ensure cache-breakers are set-up for custom CSS and JS (i.e. not required for jQuery etc) with the Skylab v		Shane Armstrong	25/07/14	FAIL	

Finishing Touches
Responsibility of Development

	Test		Test log			
			Name	Date	Outcome	Notes
8.1	Ensure we have a favicon		Shane Armstrong	25/07/14	PASS	
8.2	Ensure we have an iOS 'Add to Home Screen' icon		Shane Armstrong	25/07/14	PASS	
8.3	Ensure we have an iOS 'Startup' image if the site is a "web app"		Shane Armstrong	25/07/14	PASS	
8.4	Ensure we have a Microsoft Surface 'msapplication-TileImage' image and 'msapplication-Ti		Shane Armstrong	25/07/14	PASS	
8.5	Ensure Skylab slug is present and link works		Shane Armstrong	25/07/14	N/A	
8.6	Ensure rollovers are present and consistent		Shane Armstrong	25/07/14	PASS	

	Test				Name	Date	Outcome	Notes
8.7	Check format of system generated emails				Shane Armstrong	25/07/14	PASS	
8.8	Check Wordpress emails from 'wordpress@...' are changed to something agreed with the cl			Shane Armstrong	25/07/14	PASS	
8.9	Upload log-in credentials to the Shared-Client Websites / Apps folder on LastPass				Shane Armstrong	25/07/14	FAIL	

Housekeeping
Responsibility of Accounts

							Test log	
	Test				Name	Date	Outcome	Notes
9.1	Will there be any downtime associated with the launch?				Shane Armstrong	25/07/14	PASS	

Final Sign-off
To be completed once all test outcomes are "OK"

	Role	Name	Date
10.1	Senior Creative		
10.2	Senior Developer		
10.3	Account Manager		

Post Launch
Responsibility of Accounts

							Test log	
	Test				Name	Date	Outcome	Notes
11.1	Test all forms work as required							
11.2	Test e-mails & notifications associated							
11.3	Test the general functionality of the site							

Responsibility of Development

							Test log	
	Test				Name	Date	Outcome	Notes
11.4	Verify Google Analytics				Shane Armstrong	24/07/14	FAIL	
11.5	Verify Google Webmaster Tools				Shane Armstrong	24/07/14	FAIL	