# QA

Process Document

Version 1.0

Revision History

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| Version # | Date | Author / Editor | Version / Revision Comments |
| V1.0 | 15-Mar-2022 | Cardbase QA | Initial Draft |

## Gathering Project Scope:

* Once the project is picked up by the Scrum team, it is visible in respective team’s Rally board under Portfolio items following the below hierarchy
* Epic
* Feature
* User Story
* Scope of the project is defined as Acceptance Criteria in each User Story.
* Each Acceptance Criteria to be discussed as a team in Backlog meetings and clarify any questions and identify any dependencies.

## Creating Test Cases/Script :

* Test cases are created based on the Acceptance Criteria from each User Story.
* Once test cases are created, it is to be sent to respective scrum team and product owner for review.
* Based in review comments test cases to be updated and version controlled.

## Test Execution :

* Testing phase will be defined by the Release Management for the respective calendar year.
* Test cases to be executed in respective environment (OPAC/OPIN) following the Testing phase.

## Tracking Test cases/Results and Completion Percentage :

* After the test cases are reviewed by the team, it is to be uploaded in Test Rail under respective release folder.
* Update the test case completion percentage in the Test Rail as the test execution get progressed.
* Once OPAC/System test execution is completed, update the 100% completion in Test Rail and completion email to be sent to respective scrum team.
* Similarly, after OPIN/Readiness test execution is completed, update the 100% completion in Test Rail and completion email to be sent to respective scrum team.
* Test Results to be placed in shared common drive ()

## Tracking Defect :

* If any defect is identified, it is to be tracked in Rally board following the Rally Defect Check List.