

# Tester Roles and Responsibilities

## Responsibilities of a Test Manager:

- Manage the Testing Department.
- Allocate resources to projects.
- Review weekly Testers' status reports and take necessary actions
- Escalate Testers' issues to the Sr. Management.
- Estimate for testing projects.
- Enforce adherence to the company's Quality processes and procedures.
- Decision to procure Software Testing tools for the organization.
- Inter-group co-ordination between various departments.
- Provide technical support to the Testing team.
- Continuous monitoring and mentoring of Testing team members.
- Review of test plans and test cases.
- Attend weekly meetings of projects and provide inputs from the Testers' perspective.
- Immediate notification/escalation of problems to the Sr. Test Manager / Senior Management.
- Ensure processes are followed as laid down.

## Responsibilities of a Test Lead:

- Prepare the Software Test Plan.
- Check / Review the Test Cases document
- System Integration and User Acceptance prepared by test engineers.
- Analyze requirements during the requirements analysis phase of projects.
- Keep track of the new requirements from the Project.
- Forecast / Estimate the Project's future requirements.
- Arrange the Hardware and software requirement for the Test Setup.
- Develop and implement test plans.
- Escalate the issues about project requirements (Software Hardware Resources) to Project Manager / Test Manager.
- Escalate the issues in the application to the Client.
- Assign tasks to all Testing Team members and ensure that all of them have sufficient work in the project.
- Organize the meetings.
- Prepare the Agenda for the meeting for example Weekly Team meeting etc.
- Attend the regular client call and discuss the weekly status with the client.
- Send the Status Report (Daily Weekly etc.) to the Client.
- Frequent status check meetings with the Team.
- Communication by means of Chat/emails etc. with the Client (If required).
- Act as the single point of contact between Development and Testers for iterations Testing and deployment activities.
- Track and report upon testing activities including testing results test case coverage required resources defects discovered and their status performance baselines etc.
- Assist in performing any applicable maintenance to tools used in Testing and resolve issues if any.
- Ensure content and structure of all Testing documents/artifacts is documented and maintained.

- Document implement monitor and enforce all processes and procedures for testing is established as per standards defined by the organization.
- Review various reports prepared by Test engineers.
- Log project related issues in the defect tracking tool identified for the project.
- Check for timely delivery of different milestones.
- Identify Training requirements and forward it to the Project Manager (Technical and Soft skills).
- Attend weekly Team Leader meeting.
- Motivate team members.
- Organize / Conduct internal trainings on various products.

### **Responsibilities of a tester:**

- Understand project requirements.
- Prepare Update the Test case document for testing of the application from all aspects.
- Prepare the test setup.
- Deploy the build in the required setup.
- Conduct the Testing including Sanity and functional Execute the Test cases.
- Update the Test Result document.
- Attend the Regular client calls.
- Log / File the defects in Defect tracking tool / Bug Report.
- Verify defects.
- Discuss doubts/queries with Development Team / Client.
- Conduct internal trainings on various products.