Quality Assurance Plan

<Actitime>

<29th October 2023>

1 Introduction

1.1 Purpose

This Quality Assurance Plan document is prepared to describe the testing strategy and overall approach that will drive the testing of the project.

1.2 Project Overview

ActiTIME is a time tracking software that helps companies in managing their teams, clients and projects. It allows them to keep track of employees timesheets as well as project timelines so that company has a better view of the resources available.

2 Scope

2.1 In-Scope

HR should be able to,

- *Log into the system with valid credentials*
- *View employee profiles*
- *Review employee leaves*
- *View employee attendance reports*
- *Approve or reject employee timesheets*

2.2 Out-of-Scope

Time Tracking

- *Weekly timesheet*
- *Calendar view*
- *Time-track comments*
- *Overtime*
- *Locking*
- *Notifications*
- *Automated time tracking*
- *Mobile app*

Reports & Data Analysis

- *Staff performance report*
- *Time balance & overtime report*
- *Estimated vs. actual time report*
- *Billing summary report*
- *Cost of work report*
- *Profit & loss report*

Report templates

- *Report export in CSV*
- *Visual charts*

- *Real-time widgets*
- *Online activity report*

Task Management

- *Custom work structure*
- *Task time estimates*
- *Task deadlines*
- *Task workflow statuses*
- *Kanban view*
- *Task assignments*
- *Import from CSV*
- *Custom fields*

Team Management

- *User roles & permissions*
- *User grouping*
- *Bulk user invitation*
- *Work schedules*

Paid Time Off Management

- *Overtime calculation*
- *Leave types*
- *Paid time off management*
- *Sick days balances*
- *Custom PTO accrual rules*

Integrations

- *Zapier*
- *QuickBooks Online*
- *actiPLANS*
- *API*
- *Browser extensions*

Costs & Billing

- *Types of work*
- *Billing rates*
- *Cost of work rates*
- *Invoices*
- *Overtime cost*
- *Leave time costs*

Security

- *Data backups*
- *Password policy*
- *Lockout policy*
- *On-premise version*

Paid Services

- *Customization*
- *Additional services*

3 Testing Strategy

3.1 Product/Application/Solution Risks

Risks	Criticality	Mitigation Strategy
Employee personal details are compromised	High	Do proper security testing with all integrated components
System is not compatible with existing systems	Critical	Do compatible testing with all the systems that pre-process or input the data as well as the output.
The UI is tedious to work with	High	Usability testing should be done in collaboration with the HR team
Non compliance with industry and regulatory standards	Critical	Do continues checks on the system to make sure that it meets these standards
Data is corrupted	Medium	Consider using backups of the data

3.2 Level of Testing

Test Type	Description
Functional Testing	E2E user flows as well as individual flows will be tested to validate the application
Non-functional Testing	The application will be tested against expectations such as usability and security.
Compatibility Testing	The system should be compatible with the existing systems
Security Testing	

3.2.1 Functional Testing

Functional testing for the requirements mentioned in the scope will be tested out. Individual requirements will be tested separately as well as validating the entire login -> approve timesheet user flow.

3.3.2 Non-Functional Testing

Non-functional testing such as usability and security will be tested. The HR should be able to easily pick out employees and an overall presentation of them. Security testing should be done to make sure sensitive employee details such as medical information is secure.

3.3.3 Compatibility Testing

Compatibility Testing will be carried out to make sure that the system works with existing systems of the business.

4. Test Approach

4.1 Test Design Approach

Blackbox testing - This will be used to test the functionality of each of the requirements.
Acceptance testing - This will be carried out with the HR team to see if it meets their functional as well as non-functional requirements
Security Testing - This will be carried out to make sure the employee data is safe

4.2 Execution Strategy

4.3.1 Entry Criteria

Entry Criteria	Conditions	Comments
Test environment(s) is available		
Test data is available		
HR team is available for acceptance testing		
Functional testing has been completed by the QA team (For acceptance testing)		
Test cases are completed, reviewed and approved by the Project Team		

3.2.2 Exit criteria.

Exit Criteria	Conditions	Comments
100% Test Scripts executed		
90% pass rate of Test Scripts		
No missing functional requirements		
Non-functional requirements are satisfied		
All expected and actual results are captured and documented with the test script		
All test metrics collected based on reports from daily and Weekly Status reports		
All issues logged in -Defect Tracker/Spreadsheet		
Test environment cleanup completed and a new back up of the environment		

3.3 Defect Management

Severity	Impact
1 (Critical)	▪ *Functionality is blocked and no testing can proceed* ▪ *Application/program/feature is not suitable for the current requirement*
2 (High)	▪ *Functionality is not usable and there is no workaround but testing can proceed* ▪ *An alternative solution should be considered*

3 (Medium)	▪ *Functionality issues but there is a workaround for achieving the desired functionality*
4 (Low)	▪ *Unclear error message or cosmetic error which has minimum impact on product use.*

5. Test Team Structure

5.1 Team Structure

#	Role	Resource Count
1	QA Manager	1
2	QA Leads	1
3	Senior QA Engineers	1
4	QA Engineers	2

5.2 Roles and Responsibilities

QA Manager - Works with the HR team to validate whether the testing conditions and assumptions are correct. They should make sure that the test plan aligns with the expectation of the HR team.

QA Leads - Assign tasks to the QA engineers and keep track of defects and test progress.

Senior QA Engineers - Assist QA lead in managing the test monitoring and control. Prepare the necessary test scripts.

QA Engineers - Execute the tests and report them.

6. Test Schedule

Identify Test Data - 1 story point
Functional Testing - 3 story points
Security Testing - 3 story points
Usability Testing - 1 story point

7. Test Reporting

7.1.Test Reporting Approach

#	Report Name	Owner	Audience	Frequency
1	TEST PROGRESS REPORT	QA Lead	QA Manager, QA Engineers	Daily
2	DEFECTS/DEVIATIONS REPORT	QA Lead	QA Manager, QA Engineers	Daily

7.2. Quality Matrices

100% functionality pass rate should be achieved

Usability should be at least an 8 on a user satisfaction rate (0-10 scale)

Security Test report should not show security concerns

8. Test Environment Requirements

Test environment should be as close to production as possible.

Test environments should have the relevant data such as employee details, leaves and HR accounts.

9. Dependencies and Assumptions

HR is able to collaborate with the QA team for test case validation and usability testing
QA team is capable of doing security testing
A minimum of one week is available for testing