

# **SQA Best Professional Working Procedure by Siam**

## **1. Requirement Analysis**

- Thoroughly understand business requirements and technical specifications.
  - Identify testable requirements early.
- Clarify ambiguities by communicating with stakeholders.

## **2. Test Planning**

- Create a detailed **Test Plan** outlining the scope, approach, resources, and schedule.
  - Define the testing types needed (functional, performance, security, etc.).
    - Set entry and exit criteria for each testing phase.

## **3. Test Case Design**

- Write clear, detailed, and reusable **test cases** based on requirements.
  - Cover positive, negative, boundary, and edge cases.
- Review test cases with developers and business analysts for completeness.

## **4. Test Environment Setup**

- Set up a stable, production-like test environment (hardware, software, network).
  - Ensure necessary test data is prepared securely.

## **5. Test Execution**

- Execute manual and/or automated test cases.
    - Track test results meticulously.
- Log any defects with full details (steps to reproduce, screenshots, logs).

## **6. Defect Reporting and Management**

- Report defects clearly and professionally.
    - Prioritize defects (critical, major, minor) based on impact.
- Collaborate closely with developers to validate fixes and retest promptly.

## **7. Automation Strategy**

- Identify repetitive or critical test cases for automation.
- Use suitable tools (e.g., Selenium, Cypress, Postman, JMeter) depending on project needs.

- Maintain and update automated test scripts regularly.

## **8. Performance Testing**

- Conduct performance, load, and stress testing for critical systems.
  - Analyze results and report bottlenecks early.

## **9. Security Testing**

- Check for vulnerabilities (like SQL injection, XSS, etc.).
- Recommend improvements to secure the application.

## **10. Continuous Improvement**

- Participate in **retrospectives** and quality reviews.
- Suggest process improvements to reduce bugs and improve delivery speed.
  - Keep learning new tools, frameworks, and QA methodologies.

## **11. Documentation and Reporting**

- Document all test activities (test cases, defect logs, test summary reports).
- Provide daily or weekly status updates to project managers and clients.
  - Ensure traceability between requirements, test cases, and defects.

## **12. Professional Communication**

- Maintain clear, respectful, and proactive communication with the team.
  - Escalate blockers early with solutions when possible.