**WordCount**

**TEST PLAN**

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Revision and Signoff Sheet

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Reference Documents

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# INTRODUCTION

## Purpose

This test plan organizes and presents the testing methodology for evaluating WordCount’s ability to meet stakeholder expectations and requirements. It will describe who and how tests will be conducted, how the results of those tests will be evaluated and communicated to relevant members of the team, and when and how the project will proceed to the next stage.

It will also include proper practices for altering this document, especially including adding or removing test cases.

## Project Overview

The overall goal of this project is to deliver a compact, portable program that requires little maintenance and no technical skill to operate correctly. In doing so, WordCount will aid students in improving their writing for clarity and dynamism.

## Audience

* Project team members will both execute and manage the test document in all respects.
* The stakeholder(s)’ representatives and participants may provide input or view results of tests as soon as available if desired.

# TEST STRATEGY

## Test Objectives

The objective of the test is to verify that WordCount functions to specification, while leaving procedure open enough to adjust for exploratory testing.

The test will execute and record the results of all test cases, and set into motion relevant alterations to the code for repeat testing.

The final product of this test will be useful both in delivering a usable, stable product that is portable across many platforms and user skill levels.

## Test Assumptions

**Key Assumptions**

* Production like data required and be available in the system prior to start of Functional Testing
* WordCount will be in a wholly functional form prior to testing beginning.

**General**

* Wordcount will be used by user with little or no technical experience.
* The stakeholder will only review final product, but will have access to tests.
* Final product will be handed to stakeholder via USB.

**Functional Testing**

* The testing team will use preloaded data to test the functional testing.
* The test team will test using a Python IDE of their choice and Bugzilla.

**UAT**

* UAT testing will be done by end users varying different technical experience.

## Test Principles

* Testing will be focused on the product’s functionality and ease of use.
* There will be common, consistent procedures for all teams supporting testing activities.
* Testing processes will be well defined, yet flexible, with the ability to change as needed.
* Testing environment and data will emulate the multiple production environments as much as possible.
* Testing will be a repeatable, quantifiable, and measurable activity.
* There will be entrance and exit criteria.

## Data Approach

* In functional testing, production-like data will be provided testers.

## Scope and Levels of Testing

### Exploratory

**PURPOSE**: the purpose of this test is to make sure critical defects are removed before the next levels of testing can start.

**SCOPE**: First level navigation, dealer and admin modules

**TESTERS**: Testing team.

**METHOD**: this exploratory testing is carried out in the application without any test scripts and documentation

**TIMING**: at the beginning of each cycle.

### Functional Test

**PURPOSE:**  Functional testing will be performed to check the functions of application. The functional testing is carried out by feeding the input and validates the output from the application.

**Scope:** The below excel sheet details about the scope of Functional test. Note: The scope is high level due to changes in the requirement.



**TESTERS**: Testing Team.

**METHOD**: The test will be performed according to Functional scripts, which are stored in HP ALM.

**TIMING**: after Exploratory test is completed.

#### TEST ACCEPTANCE CRITERIA

1. Approved Functional Specification document, Use case documents must be available prior to start of Test design phase.
2. Test cases approved and signed-off prior to start of Test execution
3. Development completed, unit tested with pass status and results shared to Testing team to avoid duplicate defects
4. Test environment with application installed, configured and ready to use state

#### TEST DELIVERABLES

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Deliverable Name** | **Author** | **Reviewer** |
| 1. | Test Plan | Test Lead | Project Manager/ Business Analyst’s |
| 2. | Functional Test Cases | Test Team | Business Analyst’s Sign off |
| 3. | Logging Defects in HP ALM | Test Team | Test Lead/ Programming Lead(Vijay) |
| (4. | Daily/weekly status report | Test Team/ Test Lead | Test Lead/ Project Manager |
| 5. | Test Closure report | Test Lead | Project Manager |

#### MILESTONE LIST

The milestone list is tentative and may change due to below reasons

1. Any issues in the System environment readiness
2. Any change in scope/addition in scope
3. Any other dependency that impacts efforts and timelines



### User Acceptance Test (UAT)

**PURPOSE**: this test focuses on validating the business logic. It allows the end users to complete one final review of the system prior to deployment.

**TESTERS**: the UAT is performed by the end users (L1, L2 and L3).

**METHOD**: Since the business users are the most indicated to provide input around business needs and how the system adapts to them, it may happen that the users do some validation not contained in the scripts. Test team write the UAT test cases based on the inputs from End user (L1,L2 and L3 users) and Business Analyst’s.

**TIMING**: After all other levels of testing (Exploratory and Functional) are done. Only after this test is completed the product can be released to production.

#### TEST DELIVERABLES

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Deliverable Name** | **Author** | **Reviewer** |
| 1. | UAT Test Cases | Test Team | Business Analyst’s Sign off |

# EXECUTION STRATEGY

## Entry and Exit Criteria

* The entry criteria refer to the desirable conditions in order to start test execution; only the migration of the code and fixes need to be assessed at the end of each cycle.
* The exit criteria are the desirable conditions that need to be met in order proceed with the implementation.
* Entry and exit criteria are flexible benchmarks. If they are not met, the test team will assess the risk, identify mitigation actions and provide a recommendation. All this is input to the project manager for a final “go-no go” decision.
* Entry criteria to start the execution phase of the test: the activities listed in the Test Planning section of the schedule are 100% completed.
* Entry criteria to start each cycle: the activities listed in the Test Execution section of the schedule are 100% completed at each cycle.

|  |  |  |  |
| --- | --- | --- | --- |
| **Exit Criteria** | **Test Team** | **Technical Team** | **Notes** |
| 100% Test Scripts executed |  |  |  |
| 95% pass rate of Test Scripts |  |  |  |
| No open Critical and High severity defects |  |  |  |
| 95% of Medium severity defects have been closed |  |  |  |
| All remaining defects are either cancelled or documented as Change Requests for a future release |  |  |  |
| All expected and actual results are captured and documented with the test script |  |  |  |
| All test metrics collected based on reports from HP ALM |  |  |  |
| All defects logged in HP ALM |  |  |  |
| Test Closure Memo completed and signed off |  |  |  |
| Test environment cleanup completed and a new back up of the environment |  |  |  |



## Test Cycles

* + There will be two cycles for functional testing. Each cycle will execute all the scripts .
  + The objective of the first cycle is to identify any blocking, critical defects, and most of the high defects. It is expected to use some work-around in order to get to all the scripts.
  + The objective of the second cycle is to identify remaining high and medium defects, remove the work-around from the first cycle, correct gaps in the scripts and obtain performance results.
* UAT test will consist of one cycle.

## Validation and Defect Management-SKIP FOR FIRST DRAFT

* It is expected that the testers execute all the scripts in each of the cycles described above. However it is recognized that the testers could also do additional testing if they identify a possible gap in the scripts. This is especially relevant in the second cycle, when the Business analyst’s join the TCOE in the execution of the test, since the BUSINESS ANALYSTs have a deeper knowledge of the business processes. If a gap is identified, the scripts and traceability matrix will be updated and then a defect logged against the scripts.
* The defects will be tracked through HP ALM only. The technical team will gather information on a daily basis from HP ALM, and request additional details from the Defect Coordinator. The technical team will work on fixes.
* It is the responsibility of the tester to open the defects, link them to the corresponding script, assign an initial severity and status, retest and close the defect; it is the responsibility of the Defect Manager to review the severity of the defects and facilitate with the technical team the fix and its implementation, communicate with testers when the test can continue or should be halt, request the tester to retest, and modify status as the defect progresses through the cycle; it is the responsibility of the technical team to review HP ALM on a daily basis, ask for details if necessary, fix the defect, communicate to the Defect Manager the fix is done, implement the solution per the Defect Manager request.

Defects found during the Testing will be categorized according to the bug-reporting tool “Mercury HP ALM” and the categories are:

|  |  |
| --- | --- |
| **Severity** | **Impact** |
| 1 (Critical) | * This bug is critical enough to crash the system, cause file corruption, or cause potential data loss * It causes an abnormal return to the operating system (crash or a system failure message appears). * It causes the application to hang and requires re-booting the system. |
| 2 (High) | * It causes a lack of vital program functionality with workaround. |
| 3 (Medium) | * This Bug will degrade the quality of the System. However there is an intelligent workaround for achieving the desired functionality - for example through another screen. * This bug prevents other areas of the product from being tested. However other areas can be independently tested. |
| 4 (Low) | * There is an insufficient or unclear error message, which has minimum impact on product use. |
| 5(Cosmetic) | * There is an insufficient or unclear error message that has no impact on product use. |

## Test Metrics – Skip in Draft

Test metrics to measure the progress and level of success of the test will be developed and shared with the project manager for approval. The below are some of the metrics

|  |  |  |
| --- | --- | --- |
| **Report** | **Description** | **Frequency** |
| Test preparation & Execution Status | To report on % complete, %WIP, % Pass, % Fail  Defects severity wise Status – Open, closed, any other Status | Weekly / Daily (optional) |
| Daily execution  status | To report on Pass, Fail, Total defects, highlight Showstopper/ Critical defects | Daily |
| Project Weekly Status report | Project driven reporting (As requested by PM) | Weekly – If project team needs weekly update apart from daily and there is template available with project team to use. |

## Defect tracking & Reporting-SKIP-DRAFT

Following flowchart depicts Defect Tracking Process:

**Approved?**

**Start**

**Tester:**

**Report defects**

**Dev Lead**

**Assign defects**

**Developer:**

**Fixes defects**

**Tester:**

**Retests the product**

**No**

**Stop**

**Close defect**

**Yes**

**Test Lead**

**Validate defects**

# TEST MANAGEMENT PROCESS

## Test Design Process

* The tester will understand each requirement and prepare corresponding test case to ensure all requirements are covered.
* Each Test case will be mapped to Use cases to Requirements as part of Traceability matrix.
* Each of the Test cases will undergo review by the BUSINESS ANALYST and the review defects are captured and shared to the Test team. The testers will rework on the review defects and finally obtain approval and sign-off.
* During the preparation phase, tester will use the prototype, use case and functional specification to write step by step test cases.
* Testers will maintain a clarification Tracker sheet and same will be shared periodically with the Requirements team and accordingly the test case will be updated. The clarifications may sometimes lead to Change Requests or not in scope or detailing implicit requirements.
* Sign-off for the test cases would be communicates through mail by Business Analyst’s.
* Any subsequent changes to the test case if any will be directly updated in HP ALM.

## Test Execution Process

* Once all Test cases are approved and the test environment is ready for testing, tester will start a exploratory test of the application to ensure the application is stable for testing.
* Each Tester is assigned Test cases directly in HP ALM.
* Testers to ensure necessary access to the testing environment, HP ALM for updating test status and raise defects. If any issues, will be escalated to the Test Lead and in turn to the Project Manager as escalation.
* If any showstopper during Exploratory testing will be escalated to the respective development SPOCs for fixes.
* Each tester performs step by step execution and updates the executions status. The tester enters Pass or Fail Status for each of the step directly in HP ALM.
* Tester will prepare a Run chart with day-wise execution details
* If any failures, defect will be raised as per severity guidelines in HP ALM tool detailing steps to simulate along with screenshots if appropriate.
* Daily Test execution status as well as Defect status will be reported to all stakeholders.
* Testing team will participate in defect triage meetings in order to ensure all test cases are executed with either pass/fail category.
* If there are any defects that are not part of steps but could be outside the test steps, such defects need to be captured in HP ALM and map it against the test case level or at the specific step that issue was encountered after confirming with Test Lead.
* This process is repeated until all test cases are executed fully with Pass/Fail status.
* During the subsequent cycle, any defects fixed applied will be tested and results will be updated in HP ALM during the cycle.

As per Process, final sign-off or project completion process will be followed

## Test Risks and Mitigation Factors

| Risk | Prob. | Impact | Mitigation Plan |
| --- | --- | --- | --- |
| **SCHEDULE**  Testing schedule is tight. If the start of the testing is delayed due to design tasks, the test cannot be extended beyond the UAT scheduled start date. | High | High | * The testing team can control the preparation tasks (in advance) and the early communication with involved parties. * Some buffer has been added to the schedule for contingencies, although not as much as best practices advise. |
| **RESOURCES**  Not enough resources, resources on boarding too late (process takes around 15 days. | Medium | High | Holidays and vacation have been estimated and built into the schedule; deviations from the estimation could derive in delays in the testing. |
| **DEFECTS**  Defects are found at a late stage of the cycle or at a late cycle; defects discovered late are most likely be due to unclear specifications and are time consuming to resolve. | Medium | High | Defect management plan is in place to ensure prompt communication and fixing of issues. |
| **SCOPE**  Scope completely defined | Medium | Medium | Scope is well defined but the changes are in the functionality are not yet finalized or keep on changing. |
| Natural disasters | Low | Medium | Teams and responsibilities have been spread to two different geographic areas. In a catastrophic event in one of the areas, there will resources in the other areas needed to continue (although at a slower pace) the testing activities. |
| Non-availability of Independent Test environment and accessibility | Medium | High | Due to non availability of the environment, the schedule gets impacted and will lead to delayed start of Test execution. |
| Delayed Testing Due To new Issues | Medium | High | During testing, there is a good chance that some “new” defects may be identified and may become an issue that will take time to resolve.  There are defects that can be raised during testing because of unclear document specification. These defects can yield to an issue that will need time to be resolved.  If these issues become showstoppers, it will greatly impact on the overall project schedule.  If new defects are discovered, the defect management and issue management procedures are in place to immediately provide a resolution. |

## Communications Plan and Team Roster

## Role Expectations

The following list defines in general terms the expectations related to the roles directly involved in the management, planning or execution of the test for the project.

| SN0. | Roles | Name | Contact Info |
| --- | --- | --- | --- |
| 1. | Project Manager |  |  |
| 2. | Test Lead |  |  |
| 3. | Business Analyst |  |  |
| 4. | Development Lead |  |  |
| 5. | Testing Team |  |  |
| 6. | Development Team |  |  |
| 7. | Technical Lead |  |  |

### Project Management

* Project Manager: reviews the content of the Test Plan, Test Strategy and Test Estimates signs off on it.

### Test Planning (Test Lead)

* Ensure entrance criteria are used as input before start the execution.
* Develop test plan and the guidelines to create test conditions, test cases, expected results and execution scripts.
* Provide guidelines on how to manage defects.
* Attend status meetings in person or via the conference call line.
* Communicate to the test team any changes that need to be made to the test deliverables or application and when they will be completed.
* Provide on premise or telecommute support.
* Provide functional (Business Analysts) and technical team to test team personnel (if needed).

### Test Team

* Develop test conditions, test cases, expected results, and execution scripts.
* Perform execution and validation.
* Identify, document and prioritize defects according to the guidance provided by the Test lead.
* Re-test after software modifications have been made according to the schedule.
* Prepare testing metrics and provide regular status.

### Test Lead

* Acknowledge the completion of a section within a cycle.
* Give the OK to start next level of testing.
* Facilitate defect communications between testing team and technical / development team.

### Development Team

* Review testing deliverables (test plan, cases, scripts, expected results, etc.) and provide timely feedback.
* Assist in the validation of results (if requested).
* Support the development and testing processes being used to support the project.
* Certify correct components have been delivered to the test environment at the points specified in the testing schedule.
* Keep project team and leadership informed of potential software delivery date slips based on the current schedule.
* Define processes/tools to facilitate the initial and ongoing migration of components.
* Conduct first line investigation into execution discrepancies and assist test executors in creation of accurate defects.
* Implement fixes to defects according to schedule.

# TEST ENVIRONMENT

CARGURUJI’s servers will be hosted at X company’s site.

CARGURUJI will be hosted on two servers: One to host the actual website and (language) code, and the other to host the (database name) database.

A windows environment with Internet Explorer 4, 5 and 5.5, and with Firefox 4-6, as well as Google Chrome 4.0 and later should be available to each tester.