

Process Overview: Testing

This Process describes the actual testing by the tester(s). This process is performed primarily by the tester (s) with the assistance of the QA.

This process includes the Test Defect Log.

The purpose of the Test Defect Log is to track defects and resolutions found during the test phases of a project

Note: The Project Manager oversees the overall process.

Testing Inputs and Outputs

<p><u>Entry Criteria:</u></p> <ul style="list-style-type: none"> • Complete Development /Build Phase • Complete Testing environment Setup 	<p><u>Inputs:</u></p> <ul style="list-style-type: none"> • RACI • Risk /Issue Logs • Test Plan • Test Cases • Business Use Case • Project Plan 	<p><u>Participants:</u></p> <ul style="list-style-type: none"> • Project Manager • BA • QA • Developer • Application Architect • Subject Matter Experts • Sponsor Representative • Security (If applicable) • Change coordinator • Marketing Communication and Training (If applicable) • Production Support Teams
<p><u>Process Steps:</u></p> <ol style="list-style-type: none"> 1. PM coordinates testing Phase Kickoff 2. Execute Testing Regiment (may include Security and Accessibility if necessary, Include Artifacts) 3. PM coordinates the planning of MTP (includes Change Management Process) (ask for Connie's MTP template) (Link/Note – Change Management should begin in Design/Development?) Add to parking lot. 4. BA, Tech Lead, QA, Sponsor, and Infrastructure team create the GO/NO GO criteria if necessary 5. PM coordinates the setup of services (should be included as part of Planning and add to PCT as Service Director contacted if project will create a new service or change to current service) Add to parking lot. 6. Training Plan/Training Execution/Training Doc (Testers, Users, Production Support Team) 7. UAT executed and approved by Sponsor group 8. PM monitors the GO/NO GO criteria 9. GO/NO GO meeting 10. CAB Approval (Includes MTP approval if necessary) 11. Project Manager uploads final documents to repository 		
<p><u>Outputs:</u></p> <ul style="list-style-type: none"> • Updated Project Plan 	<p><u>Exit Criteria:</u></p> <ul style="list-style-type: none"> • Approved User Acceptance Test 	

<ul style="list-style-type: none">• Updated Test Defect Log• Test Results / Defect Management• Updates Change Request• GO/NO GO Criteria if applicable• MTP Strategy and Plan• Training Doc	<ul style="list-style-type: none">• GO Approval• CAB Approval
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