QA Guidelines & Project Checklist

Prepared For

Fusion MD

February 22, 2024

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1. How do we manage Issues and prevent Future Escalations?

Establish Clear Communication Channels:

- QA will communicate transparently with clients in Teams to value feedback, addressing concerns promptly. Also will look at improving efficiency and removing errors & Conflicts.
- QA will try to be part of each and every client call and meeting to stay updated.
- QA will also make sure the client doesn't need to ask to complete the same task again and again which we faced in the past.
- QA will make sure to share daily task status and to highlight blocker if any , by that will instantly be able to address issues and avoid future escalation.

Address Issues Early:

- Through an Open & Transparent environment QA will address the concerns in order to avoid major blockers in future.QA will maintain the continuous monitoring of the progress of the testing by applying best practice to avoid delays, and critical leaks.

Identify and Define the Issue:

- QA will actively observe & listen to KT for the feature. Also will ask questions and seek validation to maintain accuracy & alignment.
- For the existing features, QA will report the bugs after going through the figma and discussion with the developer if the changes are made intentionally. Either case QA will raise the flag.

Root Cause Analysis:

- QA will identify and define the Bug, looking for reproducing the bugs by recording the bugs.QA will also look out for the solutions and best approach to highlight the issue and get rid of it.

Regular Reviews and Audits:

- QA will engage with clients for the areas that need regular reviews, based on that will develop Action plans and Monitor progress.
- QA will keep updating all the documents in confluence as per the process from Fusion MD's end.

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2. Approach for QA

QA will also look after other points that maintain the quality of the work and betterment.

TestPlan / TestCases
- QA had suggested moving forward with a detailed test plan as the first step for following the QA path.
- TestPlan is the primary step in order to identify the Scope, Requirements, Risks, Resources and all the details required.
- QA will generate TestCases for all the received features simultaneously with testing features for the first time.

Regression / Feature Testing with Proper execution cycle:
- QA will move forward with regression testing of the product from now to maintain the quality and functionality of the product. (We can discuss the Candance for the same with client)
- We need to perform regression for looking into the changes or enhancements that do not introduce new defects or impact existing functionality.
- QA will follow the below given checklist in each feature and Release cycle.

QA Sign off:
- QA will provide the Signoff details after the release to state the health of the Product.
- Signoff will include details like the version, features, Critical issues, Instance tested, Tested Browsers, List of all issues, QA Comment.

3. Common Checklist for Web Applications

Items	Details
Functional testing	- Verify all links, buttons, forms, and interactive elements work as expected. - Test navigation flows within the website to ensure smooth user experience. - Validate data input and output accuracy. - Verify error handling and messages for user input validation.
Compatibility / Cross Browser testing	- Test the website on different browsers (Chrome, Firefox, Safari, Edge, etc.) and versions. - Ensure compatibility with various operating systems (Windows, macOS, Linux). - Test compatibility with different screen resolutions and aspect ratios.
Backup & Recovery Testing	- Test backup procedures to ensure data integrity and availability in case of system failures. - Validate recovery processes to restore the website to a functional state after disruptions.
Content Testing	- Verify accuracy and completeness of website content, including text, images, videos, and multimedia elements. - Check for broken links, outdated information, and inconsistencies in content presentation.
Session Management Testing	Validate session management mechanisms, including session

	expiration, timeout, and handling of session cookies.
Caching & Cookies Testing	- Test caching mechanisms to ensure proper caching of static content and efficient use of browser caching. - Validate cookie handling, including expiration, security attributes, and proper encryption of sensitive information.
Content Management Testing	- Verify content management system (CMS) functionality, including content creation, editing, publishing, and versioning. - Test user permissions and access controls to ensure proper management of content authoring and publishing workflows.
User Acceptance Testing	- Conduct UAT sessions with end-users or stakeholders to validate that the website meets business requirements and user expectations. - Gather feedback from users to identify usability issues, bugs, and enhancement opportunities.
Document Review	Review technical documentation, including design documents, architecture diagrams, and API specifications, for accuracy

4. Project Checklists:

- QA will be liable to maintain the documentation for testing on the individual features and results after the testing.
- The features will be documented by the QA after the KT and then will be developed by the SIMFORM Dev. (As per the Client requirement)

- **Project Include the below features:**
    i. Registration (User initiated & Admin Initiated)
    ii. Login (Email / Password & Access link)
    iii. User Verification
    iv. Forgot Password
    v. Edit Profile flows (2 Entry Points)
    vi. Profile Avatar
    vii. Hyper Links & Navigation
    viii. Header & Footer (UI based)
    ix. Programs
    x. Task Groups
    xi. Tasks

- **Other Backend Features:**
    i. Multiple Email Providers
    ii. On Demand Email Notifications
    iii. Internal Form Responses
    iv. Rule Engine

- **Types of tasks:**
    i. Contract Task
    ii. Program Resource
    iii. External Form
    iv. Internal Form
    v. Discussion Form
    vi. Meeting
    vii. Upload a Document
    viii. Document Sharing
    ix. Edit Profile

- **Types of Users:**
    i. Moderator Users
    ii. Regular Users