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PART 5 : SYSTEM FUNCTIONALITIES

Project Manager

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. This system helps me to manage my project.				3	1
2. This system helps me to manage my project reporting.				1	3
3. This system helps me to adhere to Best Practice standards of project management				2	2
4. This system allows me to have a good idea of how all my projects are doing					4

Management

5. The World View of the system allows me to have a good idea of how all my projects are doing					4
6. The World View of the system highlights projects that need my attention based on location				1	3
7. The Chart View of the system allows me to have a good idea of how all my projects are doing					4
8. The Chart View of the system highlights projects that need my attention based on project revenue				1	3

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[Company Name]   Acceptance Test Plan

[Project Name]   [Version Number]

2.10. Roles & Responsibility

Note: Remember that Customers/Business Units will also have a role in preparing for and performing acceptance testing activities.

Describe each person(s) role and responsibility during the test plan. Identify the user groups responsible for all aspects of test plan(s) activities, such as developers, testers, technical writers, and end-users.

Name	Role	Responsibility
[Name]	Test Manager	Administer Test problem reports and recommend priorities for resolution
[Name]	Test Manager	Advise on establishment and training of the Acceptance Test team
[Name]	Test Manager	Assign Acceptance Test tasks
[Name]	Test Manager	Coordinate Acceptance Testing activities
[Name]	Test Manager	Coordinate compilation of, and access to, Acceptance Test data
[Name]	Test Manager	Ensure Tests are repeated where necessary
[Name]	Test Manager	Ensure that Tests are completed to the agreed schedule
[Name]	Test Manager	In the event of serious problems, determine whether to recommend suspension or cancellation of Testing
[Name]	Test Manager	Liaise with Project Managers
[Name]	Test Manager	Manage, record, and authorize modifications to the Acceptance Test system, documentation, test data, and the Acceptance Test environment
[Name]	Test Manager	Oversee development of Test Cases/Scripts
[Name]	Test Manager	Prepare the Acceptance Test Plan and procedures
[Name]	Test Manager	Recommend formal acceptance of the system to the Project Sponsor
[Name]	Test Manager	Report to the Project Sponsor on the status of Acceptance Testing
[Name]	Test Manager	Request/obtain the necessary resources
[Name]	Test Manager	Review Test results

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PAGE 14 OF 22   3711 WORDS   ▯⎃   📖   ▤   🖩   — ——▮———— +   60%

Sample Weekly Status Report

Project Name:	XYZ Systems
Project ID:	W10978
Application ID/Name:	XYZ Accounting
From Report Date:	11 Apr 15
Report Date:	17 Apr 15
Complete By (Milestone):	8 May 15

SUMMARY	
Total Test Case	5
Executed	2
Pass	1
Fail	1
Not executed	1

Project Manager:	Ram Ray
QA manager:	Shyam Das

FUNCTIONAL TESTING

Test Case ID	Description	Pass/Fail/Not Executed	Test Date	Responsible Developer
01	Valid Login	Pass	13-Apr-2015	Developer 1
02	Login Error on Invalid Login	Fail	13-Apr-2015	Developer 1
03	Forget Password	Not Executed	13-Apr-2015	Developer 3

Uat test plan document template excel.

To run the most effective test cases and gain powerful, actionable insights, follow these simple tips: Make the test steps as clear as possible, avoiding vague objectives and directions. Name of the Module: Determine the name of the main module or sub-module being tested Test Designed by: Date of test designed: Date when test was designed Test Executed by: Who executed the test- tester Date of the Test Execution: Date when test needs to be executed Name or Test Title: Description/Summary of Test: Determine the summary or test purpose in brief Pre-condition: Any requirement that needs to be done before execution of this test case. Watch a demo Download Test Case Point Estimate Template Excel | Smartsheet Assess the approach needed to test software, determine testing checkpoints and preconditions, and analyze all test results with this comprehensive test case point estimate template. Download SQL Server Integration Services Testing Test Case Template Excel | PDF Manage, test, and track all SQL server integration services with this detailed test case template. Click Below to download Test Case XLS Download Test Case Template(.xls) Irrespective of the test case documentation method chosen, any good test case template must have the following fields Test Case Field Description Test case ID: Each test case should be represented by a unique ID. Some even use test management tools like HP ALM to document their test cases. A test case is considered the smallest unit of a testing plan and contributes to the overall test script or user story. Test scenarios are generally considered to be higher level and include groups of test cases, depending on the following factors: the functionality being tested, the type of test being performed, and the duration of the test. Empower your people to go above and beyond with a flexible platform designed to match the needs of your team — and adapt as those needs change. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Try Smartsheet for Free Get a Free Smartsheet Demo Writing test case in a standard format lessen the test effort and the error rate. Test cases format are more desirable in case if you are reviewing test case from experts. Each test case includes a set of preconditions as well as test data, expected results, actual results, and post-conditions. Help determine the success or failure of a test. To indicate test types follow some convention like "TC_UI_1" indicating "User Interface Test Case#1." Test Priority: It is useful while executing the test. Many organizations create test cases in Microsoft Excel while some in Microsoft Word. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there's no telling how much more they can accomplish in the same amount of time. Try Smartsheet for free, today. To begin a test case, one must first describe the actions and parameters they mean to achieve, verify, or challenge regarding any expected behavior of a test. Smartsheet is a cloud-based platform that allows teams and organizations to plan projects, streamline operations, and scale software development efforts. Requirements: Requirements for which this test case is being written References / Attachments: It is useful for complicated test scenarios, give the actual path of the document or diagram Automation (Yes/No): To track automation status when test cases are automated Custom Fields: Fields particular your project being tested due to client/project requirements. With space to record each individual step of the testing process, this test ID and name, and additional notes to consider during analysis, this template allows you to run through every possible result in a trial and determine if it passed or failed inspection. Overall, test scenarios help reduce the complexity and confusion involved in creating a new product or updating a new function. Actual Results: This includes all positive and negative results that you receive from a test and that help you confirm or reject the expected results and detect any issues or bugs. Test Case ID: This helps you correctly and uniformly document each test case and its corresponding results; it also helps you avoid retesting the same things. This complete testing template is compatible for all tests, from clinical trials to software updates. Positive and Negative Tests: Positive tests should help check whether the functionality is performing correctly, while negative tests should check every reverse situation where an error or issue could occur. When writing test steps ensure that you provide as much detail as you can Test Data: Use of test data as an input for the test case. You can leverage test cases for a variety of purposes: to gain insight into how processes are performing; to determine how software updates are being used; and to figure out how business trials or tests are progressing. You can also track tests by test ID and name, identify each step of a test, add priority levels and notes, and compare actual versus expected results. A good Test Case template maintains test artifact consistency for the test team and makes it easy for all stakeholders to understand the test cases. Test cases are specific conditions under which a new functionality is tested, whereas a test scenario is the overall end-to-end functionality of an application when it is working correctly. Test Scenario: This includes all the information about a test in the form of specific, detailed objectives that will help a tester perform a test accurately. Template: UAT Test Plan Template & Sample Relationships Description A Test Case Template is a well-designed document for developing and better understanding of the test case data for a particular test case scenario. This includes the test execution plan, the test report process, use cases (if applicable), and performance risks. It will not, however, include specific steps or sequences. Confirmation: This is the part of the process during which testers discuss and review whether or not a test was a success or a failure, based on the results. Keep the end user in mind as you develop the test and its variables. Track individual applications, the steps to execute them, and both the expected and actual results with this comprehensive testing template. Deliver different data sets with precise values to be used as an input Expected Results: Mention the expected result including error or message that should appear on screen Post-Condition: What would be the state of the system after running the test case? Test Steps: The steps should tell a tester, in detail, exactly what they should do during each step, including specific objectives. Include the test name and ID in the testing instructions. Simply download and fill out this form to fit the needs of whatever automated application you are testing. Download Manual Testing Test Case Template Excel | Word | PDF With this manual testing test case template, you can record testing steps and data, analyze expected results versus actual results, and determine whether or not you can consider a test to be a success. Include a detailed description of the requirement being tested, and explain in detail how the test should be carried out for each requirement. Learn how to use these templates to review and verify certain features and functions of an application, software, a trial, or a test and update those features and functions based on test results. Additionally, test cases provide the following benefits for the individuals or teams who carry them out: Minimize ad-hoc testing Make manual test case management easier and more streamlined Save valuable time when testing and analyzing results Enable testers to develop individual test cases for specific scenarios Verify the success of updates or changes Make it easier to share results with stakeholders and gain buy-in from all involved parties Lessen the effort and error rate involved in testing Define and flesh out all positive and negative test results or behavior Divide tests into positive and negative segments Eliminate the number of bugs or errors in an end product Communicate all specific conditions from the start in order to eliminate confusion Keep management updated on the quality status of a test Help testers generate detailed summaries and reports on test status, defects, bugs, etc. Provide details on all the expected results, so the tester can compare the actual results against them. Actual Result: After test execution, actual test result should be filled Status (Fail/Pass): Mark this field as failed, if actual result is not as per the estimated result Notes: If there are some special condition which is left in above field Optionally you can have the following fields depending on the project requirements Link / Defect ID: Include the link for Defect or determine the defect number if test status is fail Keywords / Test Type: To determine tests based on test types this field can be used. All steps of a test case are meant to check the functionality and applicability of each test, based on the preconditions and expected results. Test Data: This section includes all the information and data that a test collects throughout the duration of the process. To execute this test case list all pre-conditions Dependencies: Determine any dependencies on test requirements or other test cases Test Steps: Mention all the test steps in detail and write in the order in which it requires to be executed. In order to gain the most from the tests you are running, you must create comprehensive, detailed, and test-specific test cases that describe exactly what is being tested, why it is being tested, and what the expected results should be. Track productivity and trace all problems back to the source Help testers write and report on more comprehensive test case results A test case is comprised of many different components: It assesses what is being tested, the expected results of a test, and the process involved in testing each specified element of a case. A test case document is a set of steps that a team can execute to test certain scenarios based on the needs of the function, from clinical trials to software updates and even project management changes. Expected Results: This includes any detailed and precise information or data that a tester should expect to see and gather from a test. There are sets of conditions and variables that the tester uses to determine the quality and success of a system, trial, feature, or program. Include the test name and ID, the test duration, each separate step and component, and any notes about the test, including the parts of the test that are automated. If there are more than 15 steps, break the test into separate tests. Some of the most common use cases for test cases include the following: Confirming login functionality on a username and password combination Checking to see how the login function reacts to a valid or invalid username or password Seeing what happens when someone inputs an empty response for either the username or password component Numerous companies, such as HP Quality Center and Jira, use test cases to track and update their processes. A test case can help you easily identify any problems, unplanned issues, or missed details in a project, update, or trial. Although they may seem quite similar, test cases and test scenarios are two very different aspects involved in testing the functionality of a new software, update, or process. Of course, this step is unnecessary if the expected results are obvious. You can use this SQL test case template to ensure that all programming and data management systems are working correctly and test any updates or quick fixes. Use active case language when writing the steps, and make sure they are as simple and clear as possible. Download Automation Testing Test Case Template Excel | PDF Use this automation testing test case template to review the success or failure of an automated software, application, or feature. Reread and peer review the test case instructions before finalizing them. Download User Acceptance Testing Test Case Template Excel | PDF With this user acceptance testing (UAT) test case template, test newly designed software to ensure that it matches the designated specifications and meets all user-provided requirements. Remember that the test case should be repeatable, traceable, and accurate. Avoid repeating any of the same steps, as this could add confusion to an already complicated process. Download Test Case Planning and Execution Template Excel | Word | PDF | Smartsheet With this complete test case planning and execution template, you can map out test plans for individual components of a project or trial, seamlessly execute tests, and analyze the data that comes from a test. Test Case Template Click below to download Test Case Excel File Download the above Test Case Template(.xls) Click below to download Test Case Word File Download the above Test Case Template(.docx) In this article, you'll find the most useful free, downloadable test case templates in Microsoft Excel and PDF formats. Use this template to rate priorities and complexities based on a high-to-low measure, allocate testing time for each specific step, and determine the amount of work associated with each test. They give information about preconditions, what is being tested, how the test will be carried out, and the expected results. The template chosen for your project depends on your test policy. On the other hand, test scenarios are made up of test procedures, which encompass many test cases. In the test directions, include any additional documents or references that might be relevant to the test itself. Test cases are usually lower-level actions that can be created or derived from test scenarios. Test cases require detailed documentation in order to assess how a test is proceeding, and a test case verifies the output of a function. Eg: Usability, functional, business rules, etc.

Determine the milestones and underlying requirements to deliver the project plan in conjunction with stakeholders across the various functional groups (Legal, Technology, Middle Office, Business Management), Manage and prioritize initiatives that are requested by stakeholders, Plan and perform testing of new functionality and regression testing, 08/10/2021 · Step 2) Creation of UAT Plan: The UAT test plan outlines the strategy that will be used to verify and ensure an application meets its business requirements. It documents entry and exit criteria for UAT, Test scenarios and test cases approach and timelines of testing. Step 3) Identify Test Scenarios and Test Cases: 03/01/2022 · Every day I keep on getting several requests for a Test Case Template. I'm surprised that many testers are still documenting test cases with Word docs or Excel files. Most of them prefer excel spreadsheets because they can easily group test cases by test types and most importantly they can easily get test metrics with Excel formulas. 12/10/2021 · The Test Lead or Test Manager usually prepare the Test Plan document, and the focus of the document is to describe what to test, how to test when to test and who will do what test. It is common to have one Master Test Plan, which is a common document for the test phases and each test phase have their Test Plan documents. 11/12/2021 · Test Plan. A Test Plan is a detailed document that describes the test strategy, objectives, schedule, estimation, deliverables, and resources required to perform testing for a software product. Test Plan helps us determine the effort needed to validate the quality of the application under test. The test plan serves as a blueprint to conduct software testing activities ... 03/01/2022 · In this tutorial, we have provided a Sample Test Plan Template along with its contents. This Simple Test Plan Format will be helpful for you to write a detailed Test Plan. We keep getting requests for Sample Test Plans frequently. Hence, we are including a sample Test Plan template here for your reference. It's a Test Plan index only.

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