**Introduction**

This document provides simplified instructions on the Quality Assurance Process. Templates seen in the instructions bellow can be found here: <http://www.luc.edu/its/pmo/pmo_templates.shtml>

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| 1. **Recommended** – Complete these documents before performing Quality Assurance on low risk projects: |
| **1. Use Case Scenarios** |
| **1.1 What**:   * Description of a system’s behavior as it responds to a request that originates from the user. |
| **1.2 When**:   * Create use case scenarios to narrow the scope of the project and to provide developers key parts of the system specifications |
| **2. Test Script** |
| **2.1 What**:   * A set of instructions that will be performed on a part of the functionality of the application under test to test that the system functions as expected and document the results. |
| **2.2 When**:   * Create test script after use case scenarios have been completed and the application is ready for testing. |
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| **II. Suggested** – Consider these documents while performing Quality Assurance on every project: |
| **1. Mantis Issue Tracking** |
| **1.1 What**:   * + - * + A web based application used to record identified defects during testing. |
| **1.2 When**:   * + - * + Record defects produced after running test steps for scenarios listed in the Test Script. |
| **2. Mantis User Documentation** |
| **2.1 What**:   * A user guide with step-by-step instructions on how to use the Mantis Issue Tracking system for reporting defects. |
| **2.2 When**:   * Use the Mantis User Documentation when there is any uncertainty regarding how to report defects via the Mantis Issue Tracking system. |
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| **III. Supplemental** – Consider these documents before performing Quality Assurance on high risk projects. |
| **1. Risk Analysis** |
| **1.1 What**:   * + - * + The Risk Analysis guideline helps identify where risks may exist that could become issues for planning and execution of quality assurance practices. |
| **1.2 When**:   * + - * + Follow the Risk Analysis guideline when working on projects that have a high level of risk or impact other projects.. |
| **2. Test Strategy** |
| **2.1 What**:   * + - * + The Test Strategy document describes the scope, approach, resources and schedule for the testing activities of the project. |
| **2.2 When**:   * + - * + Use the Test Strategy document throughout the quality assurance lifecycle. |