

Test Documentation Procedures

To record testing results, our project uses a test script template, and all results must be stored in a common directory for reference. The templates are in a Word version and an Excel version. Please refer to the table below for the template storage location.

Document Storage Locations:

Document	Location	
test script templates	K:\hrms\Test Documents\Templates	HR and Finance access
	K:\hrmsfacp\Test Documents\Templates	IAP and HR access
test plan template	K:\hrms\Test Documents\Templates	HR and Finance access
	K:\hrmsfacp\Test Documents\Templates	IAP and HR access
test documentation	K:\hrms\Test Documents	HR and Finance access
	K:\hrmsfacp\Test Documents	IAP and HR access

Tax updates have their own test script template. The test script for tax updates may vary slightly, depending on what changes are introduced in the tax update.

All testing documentation (scripts, plans, et cetera) will be stored in a common directory. Please refer to the directory structure diagram for more information on the directory structure that will be used for storing the appropriate documents.

All customizations and tax updates MUST have a test script stored in its appropriate directory. The project will not be migrated to production until the test script is complete. The Project Lead, or Production Support Backup will check for a complete test script during QA migration.

Depending on the complexity of the customization, there may be other test documents residing in the directory, such as a test plan. This is especially critical for larger, higher risk projects such as the implementation of grad earnings. Test plans are important when testing involves coordination between multiple people or departments.

Links to the appropriate test documents directory for a project number will be on the Requirements document for the customization.

Sign Off

Before functional users sign off, there is a functional review step where another functional reviewer ensures that nothing was missed in the requirements. It's basically a quick second look by another person. This is recorded in ACE Project with a status of 'Functional Review', group 'Functional'.

Functional testing sign off is recorded in ACE with a change to the status field to indicate 'Functional Sign Off' and a change to the Group to indicate 'Development'. Please refer to the ACE process flow of a typical development project for more information on how to use ACE through the evolution of a task.

If this is a production critical request in ATHR, a note is put against the request by the functional lead that indicates they are signing off.

Before sign off is recorded in ACE or request, the test script and any other test documentation should be complete and stored in the appropriate directory, or the project will not be migrated to production.