**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
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|  **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.
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|  **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.
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| **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..
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| **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.
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