Testing Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **PPM Request Number** |  | **Request Date** | mm/dd/yyyy |
| **Project Name** |  | **Project Manager** |  |
| **Version Date** | mm/dd/yyyy | **Version Author** |  |

# Identify the types of testing required:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Baseline |  | Regression |  | Parallel |
|  | Unit (new/custom) |  | Security |  | Post-Production |
|  | Functional |  | Load |  | Navigation (Smoke) |
|  | Process |  | Performance |  | Mobile Device |
|  | Integration |  | User Acceptance |  | Browser/OS |
|  | Other: | | | | |

# Identify PeopleSoft modules to be tested:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Finance |  | HR |  | Student |  | Portal |

# Identify non-PeopleSoft applications to be tested:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Legacy Student |  | AppMan |  | BI/ERP |  | Directory |
|  | Biztalk |  | ARS |  | GLAM |  | Shibboleth |
|  | Other: |  |  |  |  |  |  |

# How can the Testing Services group provide assistance?

| **Service Type** | **Describe Services Needed (if any)** |
| --- | --- |
| Test Planning and Design |  |
| Test Development, Maintenance and/or Automation |  |
| Testing Coordination and/or Communications |  |
| Defect Management |  |
| Testing Status Reporting |  |
| Test Execution |  |

# Identify external business partners/vendors involved in testing:

# Do the tests already exist? If not, what needs to be created?

# Identify any testing constraints (sensitive data, timing, resources, etc.):

# Will test user accounts be required?

|  |  |  |  |
| --- | --- | --- | --- |
| **Qty** | **Security Roles** | **Shib, Directory or other requirements** | **Reset Password?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Anticipated Testing Activities, Participants, and Timeline

|  |  |  |  |
| --- | --- | --- | --- |
| **Test**  **Instance** | **Types of Testing** | **Tester(s)/Results Validators** | **Timeframe** |
| ***Example***  ***QAT*** | *User Acceptance, Integration* | *Name1, Name2, Name3* | *Aug 2012* |
| **DEV** |  |  |  |
| **TST** |  |  |  |
| **QAT** |  |  |  |
| **PRD** |  |  |  |

# Revision History

| **Date** | **Revision Author** | **Overall Changes** (Section, page(s) and text revised) |
| --- | --- | --- |
| mm/dd/yyyy |  | Use the tab key to add additional lines. |
| mm/dd/yyyy |  | Use the tab key to add additional lines. |

# Approvals

To modify a signature line, right-click on one and select “Signature Setup.” To add additional signature lines, navigate to *Insert > Signature Line* in Word’s main toolbar.

