

QUALITY ASSURANCE PLAN

Introduction

This Quality Assurance Plan is intended to:

- Ensure that all steps of the project are monitored.
- Ensure proper user acceptance criteria for each type of testing.
- Determine signoff procedures for various milestones.

Process

We will maintain quality assurance through testing, correction, re-testing, and review sessions. Although the bulk of the QA work will take place in the review sessions, before that happens we will conduct system tests and parallel tests

System tests

For system testing:

- Functional staff scripts and conducts system tests.
- Technical staff makes programming changes.
- Functional staff correct tables.
- Integration testing management reviews system test results.

Parallel tests

For parallel testing:

- Functional and technical staff script and conduct parallel tests.
- Technical staff makes programming changes.
- Functional staff correct tables.
- Functional and technical staff perform re-testing.

Parallel tests:

- Use converted data—automated and manual—to include interfaces in and out of system, most reports, and security setup.
- Simulate of varying processes and period ends

Quality Assurance sessions

The Quality Assurance process will continue in the following sessions:

Budget

The project director, monitored by the steering committee, reviews the budget for:

- cost overrun potential, and
- actual versus budgeted dollars to date.

Project Plan

The project team and the steering committee, monitored by project management, review the project plan:

- to ensure milestone dates are on target,
- for any changes in scope, and
- for possible trouble spots.

Communication plan

The communication plan, is reviewed (monitored by the steering committee) to:

- ensure that key dates are on target,
- ensure that communications are effective, and to
- alert the team to changes of scope.

NOTE: The Project Plan reviewer needs to be determined.

Issues-log document

The project team and the steering committee, monitored by project management, review the log document to ensure that:

- target dates for resolution are being met,
- high priority items are being resolved, and
- the project is not in jeopardy.

Fit gap document

The project team reviews the fit gap document for

- completeness,
- scope of changes,
- conversion items,
- interface items,
- processes to be implemented,

Users sign off.

Data-mapping documents

Functional and technical staff review the data mapping documents for completeness. Users sign off.

Functional Requirement documents

Functional and technical staff review the functional requirement documents. Users sign off.

Technical Requirement documents

Functional and technical staff review the technical requirement documents. Users and technical manager sign off.

Programming code walk throughs

Technical staff review programming code walk throughs. The technical manager signs off.

Unit tests

Functional staff review and sign off on unit tests.

Procedural documentation

Functional and technical staff review procedural documentation. The functional/technical manager signs off.

Training materials

Functional managers review and sign off on training materials.

Systems tests

Integration testing management reviews system tests. Functional staff signs off.

Parallel tests

Parallel testing management reviews parallel tests. Functional staff signs off.

“Go No-Go” Decision

The entire team reviews all aspects of the implementation to determine readiness to continue. This review examines:

- the results of all testing,
- security readiness,
- hardware readiness,
- network readiness,
- database readiness, and
- production readiness.

On completion, the project management writes their recommendation for approval by the steering committee.

Cutover plan

A committee of the project team will write the cutover plan. The team will review the plan to be sure it documents every step of the cutover. Project management will approve the plan and submit it to the steering committee to sign off.

Post implementation review

The post implementation review documents what we did right and wrong, and what we will improve. This will prove particularly useful when it is referred to in later phases of this project.