The following standards refer to any departmental testing performed due to the formal request of Georgia Tech’s functional or technical staff. Test templates are guidelines and actual documentation may need to be modified to suit the test being performed although whenever possible all template sections should be utilized. Questions regarding proper testing procedures may be addressed to the Test Template Standards Committee or the Radar Team.

I. Required Documentation Per Test: (Provide All Documents to Requester)

- TEST OVERVIEW TEMPLATE
  (Biggun\EIS Administration\EIS Standards & Guidelines)
  - TEST PLAN CONTAINING AT LEAST:
    DETAILED SCENARIOS (TEST CASES),
    EXPECTED RESULTS
    ACTUAL RESULTS
  - SUPPORTING DOCUMENTATION FOR ERRORS
    SCREEN SHOTS
    ERROR MESSAGES
    REPORT OUTPUTS
    LOG/LIS/SQL FILES
  - TEST IS DOCUMENTED IN TEST TRACKING DATABASE
  - ERRORS ARE DOCUMENTED IN ERROR TRACKING DATABASE OR INCIDENT DETAILS REPORT TEMPLATE (if Tracking Database is not yet available)
    (Template: Biggun\EIS Administration\EIS Standards & Guidelines)

II. Test Plan Headers:

- TEST ID - UPPER LEFT HAND CORNER
- TESTED BY – UPPER LEFT HAND CORNER
- TEST NAME - SPECIFIC PROCESS, CENTER
- TEST PURPOSE – GENERAL/HIGH LEVEL FOCUS OF TEST, CENTER
- DATE/TIME – SET TO UPDATE THE DATE/TIME EACH TIME THE DOCUMENT IS REVISED, RIGHT HAND CORNER
- PAGE – UPPER RIGHT HAND CORNER

III. Test Plan Footers:

- APPLICATION AND VERSION – LEFT HAND CORNER
- TEST CLASSIFICATION – MINOR / INTERMEDIATE / MAJOR, CENTER
- FILE NAME - CENTER
- DATABASE NAME – RIGHT HAND CORNER

IV. Naming Conventions:

- HIGH LEVEL (ALSO FOLDER NAME ON RADAR)
  PROJECT ID
  UNDERSCORE,
V. Test Plan Numbering:

- DECIMAL SYSTEM
- BEGIN WITH 1.0
- CARRY TO 3 PLACES, 2 DECIMALS
  
  Example: 1.0
  
  1.1
  
  1.1.1
  
  1.1.2
  
  1.2
  
  1.2.1
  
  1.2.2
  
  2.0

- NUMBERING SYSTEM SHOULD BE CONSISTENT AMONG:
  
  TEST PLANS
  TEST RESULTS
  INCIDENT DETAILS REPORT

VI. Test Tracking & Error Tracking Databases: Remedy Test Tracking Database (pending)

- TEST ID (UNIQUE TEST ID GENERATED)
- TESTER’S USER ID
- DESCRIPTION OF TEST
- STATUS OF TEST
- SIGN-OFF RECEIVED
- TEST RESULTS
- ERRORS LOGGED IN ERROR TRACKING DATABASE
  
  NOTIFY CONTACT (DEVELOPER/ANALYST) OF INCIDENTS
  NOTIFY SERIOUS INCIDENTS IMMEDIATELY
  FULLY EXPLAIN ERROR MESSAGES
  NOTE PROCESS NAME
  NOTE PROGRAMMING CODE AND INCORRECT TEXT
  PROVIDE LOCATION OF SNAPSHOTS (IF APPROPRIATE)

VII. Minimum Script Documentation:

- COMMENTS IN HEADER MUST CONTAIN:
  
  DESCRIPTION - PURPOSE OF SCRIPT/EXPECTED RESULTS
  SCRIPT - SCRIPT NAME
  PROGRAMMER - DEVELOPER’S NAME
  DATE - DATE SCRIPT WAS CREATED/CHANGED

- SPOOL – CREATE A .LIS FILE TO APPROPRIATE FOLDER

- STYLE
  
  EASY TO READ - NEAT & ORDERLY APPEARANCE, PROPER SPACING
  CASE – SHOULD BE CONSISTENT THROUGHOUT SCRIPT – COMPLY WITH
PROGRAMMING STANDARDS
EVERY COMMAND SHOULD BEGIN ON NEW LINE
COMMANDS SHOULD BE CAPITALIZED
SQL STATEMENTS SHOULD BE LEFT JUSTIFIED

VIII. Code Review Testing:
- SCRIPTING STANDARDS ARE MET FOR:
  - COMMENTS
  - HEADINGS
  - CLAUSE SYNTAC AND LOGIC
- STYLE –
  - EASY TO READ - NEAT & ORDERLY APPEARANCE, PROPER SPACING
  - CASE – SHOULD BE CONSISTENT THROUGHOUT SCRIPT – COMPLY WITH
    PROGRAMMING STANDARDS
  - EVERY COMMAND SHOULD BEGIN ON NEW LINE
- TABLES ARE JOINED ON PROPER KEYS
- CODE MEETS DESIRED EXPECTATION
- CORRECT EFFECTIVE DATE LOGIC AND FORMAT
- Rounding is outside edit mask
- HARD CODING IS MINIMIZED

IX. Web Compliance Requirements
- ALL OFFICIAL WEB SITES DEVELOPED BY GEORGIA TECH MUST BE W3C AND 508
  COMPLIANT
- ALL SITES MUST BE TESTED AND APPROVED BY THE BOBBY TOOL
  - ALL PRIORITY 1 FINDINGS MUST BE FIXED
  - ALL PRIORITY 2 AND 3 FINDINGS ARE NOT REQUIRED TO BE FIXED
- ALL GEORGIA TECH WEB SITES TESTED BY THE BOBBY TOOL, AND CONTAIN NO
  ERRORS, SHOULD DISPLAY THE “BOBBY APPROVED” STAMP.

X. General Testing Practices
- TESTING SHOULD NOT BEGIN UNTIL FINAL TEST PLANS AND TEST SCENARIOS HAVE
  BEEN REVIEWED AND SIGNED-OFF ON BY THE REQUESTER.
- AFTER SUCCESSFUL COMPLETION OF TESTING, ALL TEST DOCUMENTATION MUST BE
  PRESENTED TO THE REQUESTER FOR SIGN-OFF.
- SEVERE OR MAJOR FINDINGS SHOULD BE REPORTED TO THE REQUESTER
  IMMEDIATELY.
- ALL ERRORS OTHER THAN THOSE THAT ARE MINOR OR COSMETIC MUST BE
  DOCUMENTED, FIXED, AND RETESTED.
- WHENEVER APPLICABLE, SECURITY SHOULD BE THOROUGHLY TESTED.