

Project QA / Testing Sign-Off Form

CLIENT	
BRAND	
PROJECT	
DATE	

Guidelines

- This document must be completed for all Internet projects. It is intended as a summary of testing / approval document and should not replace standard project bug tracking.
- There are 4 sections to this document:
 1. Operating System / Browser Testing
Mandatory for all projects
 2. Screen Resolution Testing
Mandatory for all projects
 3. Browser Plug-in Testing
Optional depending on Plug-in use
 4. E-mail Testing
Optional depending on E-mail use
- Each section details a pre-identified test matrix based on current Internet usage statistics.
- Within the test matrix's a number of tests have been pre-determined and test IDs allocated, these tests are mandatory for all projects.
- Additional Client required tests should be added to the relevant matrix and allocated a sequential test ID.

Approval/s

Sign and date as required

Quality Assurance Manager
[name]

Technical Lead
[name]

1. Operating System / Browser Testing:















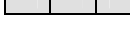






Operating System	Web Browser										Browser [X]			Browser [Y]			Browser [Z]		
	MSIR 7.0	MSIE 6.0	MSIE 5.5	MSIE 5.0	AOL 9	Safari 1.2.4	Opera 7.23	Netscape 7.0	Mozilla 1.7.5	Firefox 1.0.2	Firefox 2.0								
Windows XP SP2	1	2			3					4	5								
Windows XP SP1 (no updates)		6																	
Windows 2000		7																	
Windows 98																			
Windows NT																			
Macintosh OS X						8					9								
[Operating System A]																			
[Operating System B]																			
[Operating System C]																			

NOTES:

1. All Operating System / Browser testing is undertaken using a screen resolution of 1024x768 and a 32 bit (True Colour) colour setting.
2. Additional client requested Operating System / Browser combinations (in addition to our standard tests: 1-6) are to be detailed above. These may be an incremental time / impact on the project due to additional setup time being involved.

Test ID	Tested By	Date	Pass / Fail
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

2. Screen Resolution Testing:

Screen Resolution	Colour Palette		
	True Colour (32 bit)	High Colour (16 bit)	[Colour Palette X] [Colour Palette Y] [Colour Palette Z]
640 x 480			
800 x 600			
1024 x 768			
1280 x 1024			
[Screen Resolution A]			
[Screen Resolution B]			
[Screen Resolution C]			

NOTES:

1. All Screen Resolution / Colour Palette testing is undertaken on a Windows XP (SP2) Operating System using a MSIE6 Browser.
2. Additional client requested Operating System / Browser combinations (in addition to our standard tests: 1+2) are to be detailed above. These may be an incremental time / impact on the project due to additional setup time being involved.

Test ID	Tested By	Date	Pass / Fail
1.			
2.			
3.			
4.			
5.			

3. Browser Plug-in Testing:

Operating System	Plug-in						No Plug-in / Unsupported Version	[Operating System X]			[Operating System Y]			[Operating System Z]			
	Macromedia Flash 9	Macromedia Flash 8	Macromedia Flash 7	Macromedia Flash 6	Macromedia Flash 5	Macromedia Shockwave 10.1		RealPlayer	QuickTime	Windows Media Player							
Windows XP SP2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Macintosh OS X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Operating System A]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Operating System B]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Operating System C]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES:

1. All Operating System / Browser testing is undertaken using a screen resolution of 1024x768 and a 32 bit (True Colour) colour setting.
2. 'No Plug-in / Unsupported Version' testing must be completed for any / all plug-ins used.

Test ID	Tested By	Date	Pass / Fail
1.			
2.			
3.			
4.			
5.			

4. E-mail Testing:

Operating System	E-mail Client												
	MS Outlook 2003	MS Outlook 2002 (XP)	Lotus Notes R6	Lotus Notes R5	(Apple) Mail 10.3.9	Eudora 6.2	AOL Web Client	G-Mail Web Client	Hotmail Web Client	Yahoo Web Client	[Operating System X]	[Operating System Y]	[Operating System Z]
Windows XP SP2	1	2		3			4		5				
Macintosh OS X					6	7							
[Operating System A]													
[Operating System B]													
[Operating System C]													

NOTES:

- All Operating System / E-mail Client testing is undertaken using a screen resolution of 1024x768 and a 32 bit (True Colour) colour setting.

Test ID	Tested By	Date	Pass / Fail
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			