

Quality Control Plan

Why do quality control?

Check for errors

Spelling

Orphaned/rogue links

Misplaced content

Application integration

Bug tracking & reporting

Broken tables

Functional errors

Browser crashes

1. Find (create a comprehensive list of the bugs)
2. Fix
3. Crosscheck and make sure additional bugs have not been created.

QC Lead: Kate Pitcher

Coordinates and tracks all planned tests & assigns team members to sections of the site, individual browsers, browser versions, and platforms.

- Monitor and keep track of “bug list”
- Address status of each item on list (Fixed, in process, etc.)

QC Team:

Assigned team members will go through site and compile and list all bugs for the technology team (Mark and Bonnie) to fix.

Team members should:

- Report errors using the bug-tracking software (to be installed)
- **OR**, print out pages with errors clearly indicated on printout and note the following:
 - Browser type/platform used
 - URL of page
 - Detailed description of problem
 - Severity of problem
 - Can the error be reproduced? (If so, list the steps taken)
 - Priority level

Core QC testing plan

1. What are the overall goals for QC?
2. What resources are needed to test? (have test bed of computers for QC testing)
3. Who will be involved? (ask for volunteers from staff)
4. What time is allotted for testing? (during month of July, once Mark is ready for functionality testing)
5. Make decision as to what level of testing: light/informal, semiformal, and formal (light/informal with volunteers for QA testing team)

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6. What are the expectations of the testing? (track and find bugs and notify production team who will fix)
7. Develop criteria for acceptance:
 - Check functionality against requirements → needed across browsers, platforms, and operating systems

Identify, prioritize and fix bugs

Conducting final checks:

1. Design check
 - look for misalignments
 - check for incorrect graphics
 - check for wrong photos or photo treatments
2. HTML check
 - confirm all tables, cells, graphics are lined up properly
 - check code
3. Functionality/engineering check
 - confirm all functionality is working in accordance with the technical specifications
4. Content check
 - check for formatting
 - spelling or grammatical errors
5. Accessibility check
 - check compliance with Section 508 standards
 - check ALT text and tags
 - use Bobby (www.cast.org/bobby) to check for standards

Quality Control Plan

Quality Control Checklist

Start Date: July 7 2006

Finish Date: July 20, 2006

Print out pages with errors clearly indicated on printout and note the following:

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This is the checklist for items you need to look for when checking each of the webpages in your section.

1. Content

- spelling, grammar, mechanics
- all critical information is present
- titles, headers, and navigation labeled correctly

2. Documentation

3. Graphics and layout

- image quality
- download time
- text layout
- alignment of elements
- color accuracy

4. Browser compatibility

- check on different platforms
- check on different browsers

5. User preference compatibility

- font size
- link colors and underlining
- plug-ins
- window size