Quality assurance plan

For the QA plan, which you have to submit on 10 January (first version), you should include two parts:

1- Quality process description
2- Test plan

Note that this is not necessarily the whole of what you would need to provide in a real project, although it is an important subset.

Part 1, "Quality process description", is a general description of how you would plan the quality process if the design and implementation of your project (starting from the requirements document written by your group) were to be outsourced. Points of particular interest are:

1.1- General organization: basic setup for project management, change procedures etc.
1.2- Procedures for determining and enforcing the schedule and budget.
1.3- Procedures for communication and reporting.
1.4- Procedures for quality assurance.

You may assume that the outsourcing provider is a university or non-profit organization, so that all "budget" issues are inevitable expenses, but not salaries. (You may in fact ignore all budget issues if you wish, but of course schedule issues are important. You may make other reasonable assumptions about the outsourcing situation, as long as they are explicitly listed in part 1.1, if they help you make the document more precise; for example you may select an outsourcing country or region if this helps.

Although there is no set limit the document for part 1 should typically be 2 to 5 pages and it is OK to keep it at a fairly high level of generality.

You may use as a guide the attached document (Project QA Collab Plan), extracted from an industry project with identifying details removed. Note that it covers more than what you are asked to provide (e.g. configuration and change management), so use it only as a source of ideas, with no need to cover everything that is listed there.
part 2, "Test plan", should list a set of test scenarios that describe how you would perform
test of a delivered system that is
supposed to satisfy the requirements of your project. The scenarios do not need to be
fully detailed, i.e. they should describe the
overall procedure for each test but not necessarily the exact files to be submitted; they
should be clear enough to enable a testing
team to devise the final, detailed test sets (with file formats and exact data). What is
important is to provide a number of
scenarios that cover all the main functions of the system in its expected use. Again there
is no set limit but a few pages with 10
or more scenarios is reasonable.

The attached document "SystemTestPlan" may again serve as a general guide, but you do
not need to fill in all of its details
(machine configuration, roles, test coverage etc.). All that is asked is realistic test
scenarios. Anything else (for example
classification of test scenarios into different categories such as critical, major, minor) is a
bonus but not required.