

# Test Environment Entry/Exit Criteria



**Created by:** TXDPS IT Quality Assurance Team

Version: 2.0

Date: July 17, 2013

<b>Approver Name</b>	<b>Approver's Title</b>	<b>Signature</b>	<b>Date</b>
Phoebe Crouch	Manager, Quality Assurance		
Celina Wilson	Deputy Assistant Director, Governance		
Elaine Keith	Deputy Assistant Director, Applications		
Bryan Lane	Deputy Chief Information Officer		



### Reviewers

Department	Name/Title
Quality Assurance	Phoebe Crouch, Manager, Quality Assurance
Applications Development	Elaine Keith, DAD, Application Development
Governance	Celina Wilson, DAD, Governance

### Revision History

Revision	Name	Date	Comments
0.0.0	Scott Davies	3/8/2011	Initial Draft
0.0.1	Scott Davies	3/11/2011	Post Initial Draft Review
1.0	Tim Hampton	6/1/2013	Final Revisions for Signature & Release
2.0	Shannon Wallace	7/11/2013	Revisions to Entry/Exit Criteria and Environment terminology per Contract Standards





# 1. Table of Contents

- 2. Purpose .....4
- 3. Scope.....4
- 4. General Environment Entry/Exit Criteria and Process.....4
  - 4.1. General Environment Requirements.....4
  - 4.2. Development Environment Entrance/Exit Process/Criteria.....4
  - 4.3. QA Environment Entrance/Exit Process/Criteria.....5
  - 4.4. UAT Environment Entrance/Exit Process/Criteria.....5
  - 4.5. PRD Environment Entrance Process/Criteria .....5
- 5. References .....6
- 6. Glossary .....6





## 2. Purpose

Identify and clarify Entrance/Exit Criteria for all initiatives, projects or applications that utilize the controlled testing environment(s) and processes, commonly referred to as TST, SQA or PRD. The Quality Assurance Team maintains this document and should be referenced in all documents related to software changes that need to be released. This document provides general guidance for requirements, wherein builds, code documents or artifacts are introduced into those environments and processes regarding entry/exit into/from the testing environment(s). This document does not attempt to cover those projects for which the QA Team is serving in an oversight and/or advisory role.

## 3. Scope

Maintain controlled environments and processes to enhance the organization's ability to implement code or applications into the DPS testing and performance environments, and, as result, reducing production defects, trouble tickets or downtime in production.

## 4. General Environment Entry/Exit Criteria and Process

### 4.1. General Environment Requirements

- Project, Development and Test Leads will engage with Release Manager (RM) for Environment resource. RM should be engaged as early as possible to provide environment review and analysis for all environments.
- Project Lead/Manager, Development Lead and Test Lead shall provide documentation sufficient for the RM to complete a testing environment analysis. This information is required to sufficiently gather and identify project resources and requirements for all applications (modified and new), to validate existence of required testing environments.
- RM will assess current environment(s) and identify environment deficiencies, providing feedback to Project Lead/Manager, Development Lead and Test Lead to identify presence or absence of environment(s) and hardware.
- Documentation must include: Deployment steps with roll back strategy (as applicable), version number, be held in source control and be approved by the RM.

### 4.2. Development Environment Entrance/Exit Process/Criteria

- General Environment Requirements (above) have been met.
- Build artifacts shall be provided, in advance, to the RM for review, prior to scheduled deployment to Development Environment.
- Depending upon project size and intent (as defined and agreed upon by the Project Team), the items required for entrance, and acceptance, into the Development environment would include the following:
  - Unit, Component and Integration test results
  - Design Document
  - Release Notes, including open issues
- Criteria to exit from Development Environment to QA will be governed by the QA Test Plan and should contain the following:
  - Unit, Component and Integration test results





- Design Document
- Defect Report(s)
- Release Notes

#### 4.3. QA Environment Entrance/Exit Process/Criteria

- General Environment Requirements (above) have been met.
- QA Test Plan(s) and test scenarios are reviewed and have approval by project team.
  - The intended functionality of all code changes per business requirements has been documented in test scenarios and these test scenarios have been reviewed and agreed upon within the Test Plan.
- All standard software components, including testing tools, must have been successfully installed and functioning properly.
- Criteria to exit from QA Environment to UAT Environment will be governed by the QA Test Plan, but should contain the following (at a minimum):
  - Test Summary Report (TSR)
  - Test Results
  - Defect Report(s)

#### 4.4. UAT Environment Entrance/Exit Process/Criteria

- General Environment Requirements (above) have been met.
- UA Test Plan(s) and test scenarios are reviewed and signed off.
  - The intended functionality of all code changes per business requirements has been documented in test scenarios and these test scenarios have been reviewed and agreed upon within the Test Plan.
- All standard software components, including testing tools, must have been successfully installed and functioning properly.
- Criteria to exit from QA Environment to UAT will be governed by the QA and UA Test Plan, but should contain the following (at a minimum):
  - Test Summary Report (TSR)
  - Test Results
  - Defect Report(s)

#### 4.5. PRD Environment Entrance Process/Criteria

- General Environment Requirements (above) have been met.
- Project Lead/Manager, Development Lead and Test Lead shall provide documentation sufficient within a Change Request (CR) for the Change Control Coordinator (CCC) to complete a CR analysis. This information is required to sufficiently gather and identify project resources and requirements for all applications (modified and new), to validate existence of required testing environment.
- Project Lead/Manager will schedule official Change Control Board (CCB) meeting when all build and release artifacts are ready for promotion into PRD.
- Build artifacts will be provided in advance for review by the CCC prior to the CCB meeting.





- QA and UA Test Plan(s) have received management approval and test execution complete. Documents have been submitted to the CR.
- Depending upon project size and intent (as defined and agreed upon by the Project Team), the items required for entrance and acceptance into the PRD environment would include the following:
  - Test Summary Report (TSR)
  - Test Plan(s)
  - Test Results
  - Defect Report(s)
  - Release Notes

## 5. References

Title	Author	Version	Location
ITSM CM-000: Change Management Policies and Procedures	ITSM	4.0.0	ITSM Portal
ITSM RM-001: Code Freeze to SQA Delivery Process	ITSM		ITSM Portal
ITSM RM-004: Developer Procedure: CM to Stage, Release, CCB	ITSM		ITSM Portal

## 6. Glossary

Term	Definition
CCB	Change Control Board
CCC	Change Control Coordinator
CR	Change Request
DPS	Department of Public Safety
PRD	Production Environment
RM	Release Manager
TSR	Test Summary Report
UAT	User Acceptance Testing

