

Test Case Review Checklist

Each of the checklist items below is discussed with Manual QA, becomes part of the standard for test case creation, and eventually contributes to a well-conducted audit.

Test Case Essentials

- ☐ Each test case has a distinct identifier.
 - ☐ The title clearly summarizes the test's purpose.
 - ☐ All steps are explicitly described and easy to follow.
 - ☐ Test case language uses well-defined terms familiar to the team.
 - ☐ All required data, setups, and access credentials are specified.
 - ☐ Expected results and validation criteria are clearly stated.
 - ☐ A new QA team member can execute the test and achieve valid results.
 - ☐ Test case has been reviewed to avoid overlap or duplication with other cases.
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Intake & Automation Story Creation

User Story: Clearly define the user, action, and value. *As a <user type>, I want <an action>, so that <a benefit/a value>.*

Value Statement: Describe how this story adds value to the project, highlighting its benefit to the user.

Problem & Solution: State the problem being solved and your approach. List possible assets to create and strategies to solve the problem. Make this descriptive enough for others to solve the problem.

Assets & Strategies: List assets to create and strategies to solve the problem.

Resources: Reference required access, permissions, and existing code.

Acceptance Criteria: List requirements for the story to be considered complete.

Demonstration: Describe how the solution will be demonstrated.
