

1.7 Quality Assurance Process

Office or Division:	Systems Development Division and Systems Quality Assurance Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government Agency/Employee/Official			
Who may avail:	All Subject Matter Divisions (SMDs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Request for Systems Support (RSS)		Softcopy Template provided by SDD to be accomplished by SMD to be accomplished by SMD		
Business Process Flow		SMD		
User Stories with Acceptance Criteria		Template provided by SDD to be accomplished by SMD to be accomplished by SMD		
Data Entry Specifications		Template provided by SQAD to be accomplished by SMD		
Data Validation Specifications		Template provided by SQAD to be accomplished by SMD		
Table Formats		To be provided by SMD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Coordinate with the QA Team on the schedule of initiating QA process	None	1 Hour	Dev Team
	2. Do testing and quality assurance check	None	13 Days	QA Team
TOTAL:		None	13 Days and 1 Hour	