

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT'S OF PUBLIC WELFARE, INSURANCE, AND AGING

INFORMATION TECHNOLOGY GUIDELINE

Name Of Guideline:	Number:
Microsoft Test Manager Naming Guideline	GDL-EASS017
Domain:	Category:
Application	Software Test Management
Date Issued:	Issued By:
12/14/2012	DPW Bureau of Information Systems
Date Revised:	
02/25/2014	

General:

These guidelines are to establish uniformity for all project teams, lot vendors and test teams throughout DPW. It is very important to establish a common approach for building and maintaining test plans that link back to specific projects. Microsoft Test Manager (MTM) links to Team Foundation Server (TFS) and share permissions associated within the TFS projects. There are two TFS project collections used in DPW.

DPW Enterprise Collection is aligned with contract 16-09 and will be used for most if not all contracted application development support and testing. It is very important to align that collection and testing process to the CIO runway and project dashboards.

DPW Internal Applications are managed outside of contract 16-09 will use the project name and release number for their test plan activities. Test plan names and the project templates in Team Foundation Server (TFS) will be the only difference in the naming standard between the two support teams.

MTM test plans are not visible to TFS. In order to view a test plan you must have MTM deployed to your desktop and have permissions to the project collection.

Assumptions:

This standard is written towards staff that have MTM installed on their work stations and will be associated with the testing process. Test Managers, Test Leads, Testers, Business Analysts, Project Managers and Select Policy staff with testing responsibilities. If you need to request MTM, please contact your project test manager or EPPMO representative for your project.

Guideline:

Test Plans, Test Suites and Test Case naming conventions are covered within this guideline.

It is very important to describe the purpose of the test plan and include if additional subsystems will be represented in the plan. The description can be copied from the Test Plan Artifact submitted to the EPPMO. It is important to include: Test Objectives, Approach, Test Requirements (In Scope / Excluded), Test Results, Test Reporting, Readiness, Test Environment Needs, Test Responsibilities, Test Schedule, Test (Risks, Dependencies, Assumptions and Constraints).

If subsystems of the main project or other projects are necessary to the success to testing the project, they will need to be identified in the description and within the test suites.

Test Plan Naming Convention:

- Enterprise Project Collection: Project, Approved Release Date yyyy-mm-dd, Test Environment
 - Example: Pelican 2012-09-15 Unit Test
 - Example: Pelican 2012-09-15 INT
 - Example: Pelican 2012-09-15 SAT
 - Example: Pelican 2012-09-15 REG
 - Example: Pelican 2012-09-15 TFP
 - Example: Pelican 2012-09-15 LOD
 - Example: Pelican 2012-09-15 UAT

- Internal Application Collection: Project, Release Number (*Internal Project Collection is used by the Division of Enterprise Applications (DEA.)*), Test Environment
 - Example: HIPP Release 14.2 Unit Test
 - Example: HIPP Release 14.2 INT

- Example: HIPP Release 14.2 SAT
- Example: HIPP Release 14.2 REG
- Example: HIPP Release 14.2 TFP
- Example: HIPP Release 14.2 LOD
- Example: HIPP Release 14.2 UAT

Note: Test Plans use an ID Number that is assigned internally by the system and is displayed throughout the test plan activity. If there is a need to change the name of the Test Plan all activity remains tracked based on the ID Number. In example; the project release date is changed and you want to modify the test plan name to document that Pelican now has a release date of 2012-10-15. All activity is still linked since the Plan ID does not change.

Test Plans can be set to inactive after the 90 day warranty period is over. This removes them from the drop box menu but does not delete the plan. Test suites and their test cases within a test plan can be copied to a new test plan for reuse.

Required fields in each test plan (Enterprise and Internal):

- Owner: Test Lead Name
- Start Date: First Day of Integration Testing
- End Date: Production Target Date
- Description: Use Detailed Information to Describe the Test Plan Purpose

Fig 1 MTM Test Plan

Test Plan properties indicate use of naming convention
The description should always state the purpose.
Start / end dates should reflect the phase boundary dates

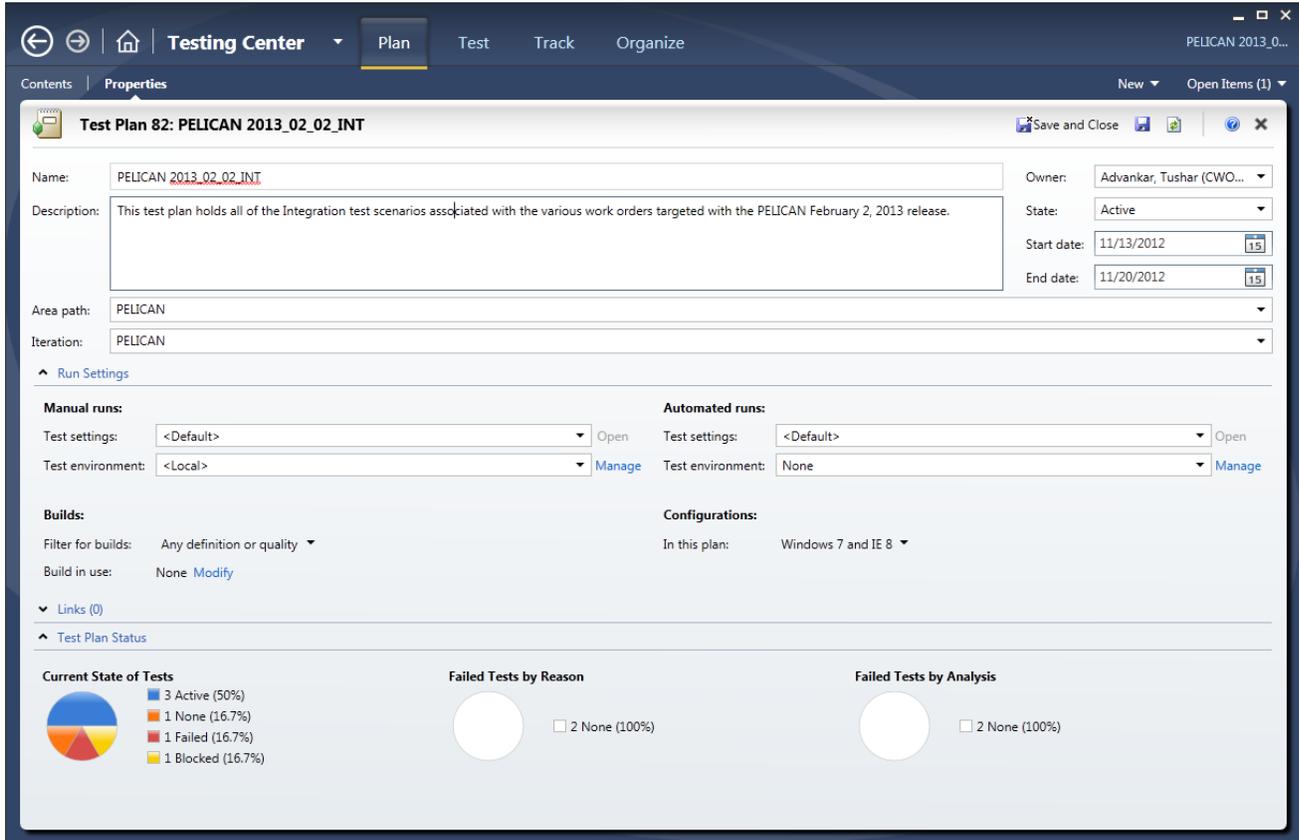
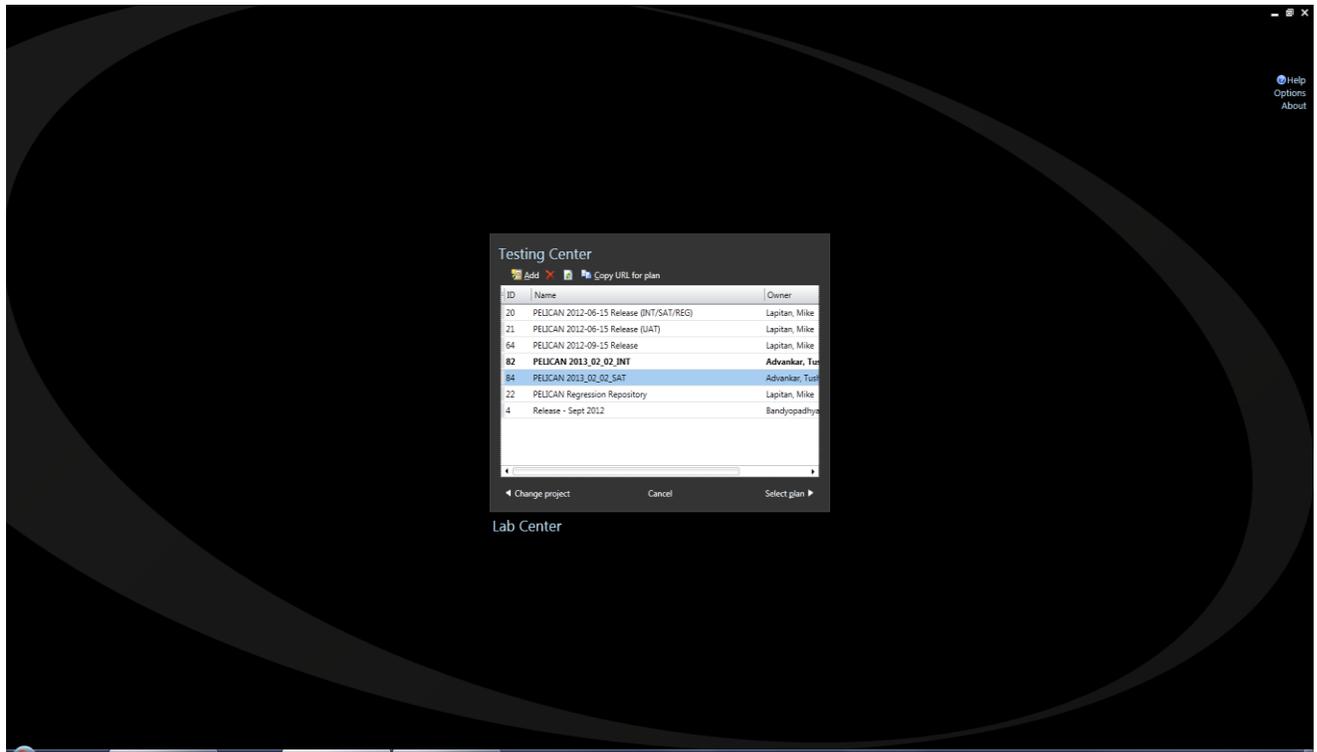


Fig 2 Test Plan Summary View



Test Suite

Within the Test Plan you will need to create Test Suites. Microsoft provides for any combination of titles for test plans and suites. DPW to ensure consistency within its development, use and management will adhere to specific naming structures. This will provide DPW with a consistent look and feel, organizational structure and reuse capabilities.

Naming Convention: Sequence Number, Release Number or Workorder, Initiative, and Label (Maintenance).

Note: Although test suites have an internal sequence number used by the database, this is not the same as the sequence number used in the name.

Example: 01 Release 18.6 eCis Maintenance
 02 Release 17.4 CIS Maintenance
 03 WO0522 CWDS Monthly Reporting
 04 WO0534 Executive Dashboard

In this example:

Test Suite Sequence Number	Release Number or Work Order	Potential Initiative Values
01	18.6	eCIS = CIS Mainframe
02	17.4	CIS = Client Information Systems
03	WO0522	CWDS = Work Force Development
04	WO0534	Executive Dashboard
		iCIS = Integrated CIS (Open Systems)
		OTI = One Time Issuance MPI = Master Provider Index MCI = Master Client Index K2Q = Keys to Quality
		Maintenance = Maintenance activity associated with a project test plan and planned deployment.

Note: Test Suites do not have the detail description of their purpose. Therefore is very important that the test plan document test suites within the plan. Test Plans can have a mixture of supporting test suites for new development described by the release number and maintenance activity that will be accompanying initiatives.

Fig 3 Test Suite INT Example

- Test suite indicates two work orders being tested in INT phase for the release
- Test suite naming convention includes WO # and WO # Title (as approved by BIS)
- Each test suite includes the use case & abbreviated test case name
- Test case name should begin with a verb and indicate the intended action to perform for validation

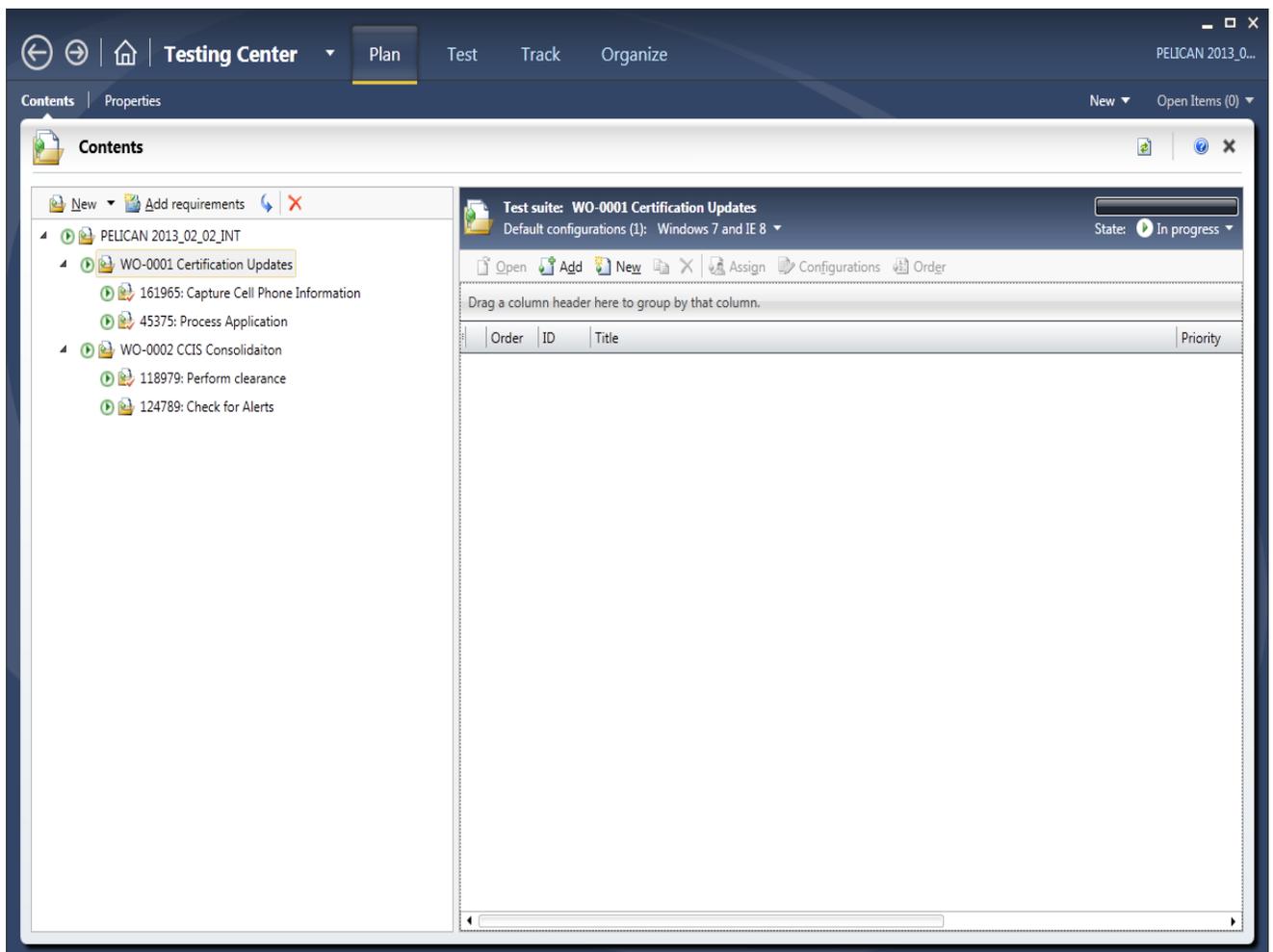
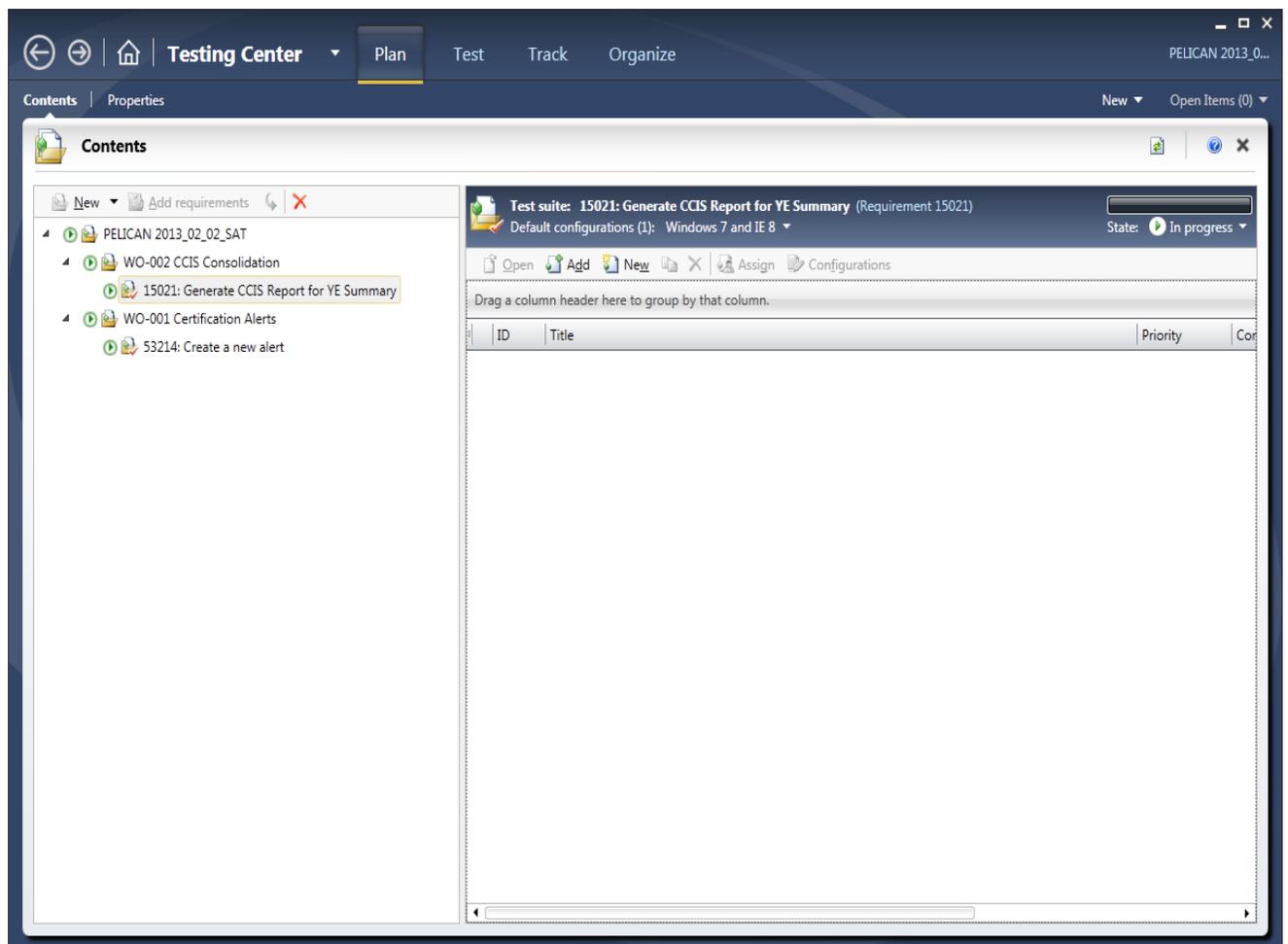


Fig 4 Test Suite SAT Example

- Test suite indicates two work orders being tested in SAT phase for the release
- Test suite naming convention includes WO # and WO # Title (as approved by BIS)
- Each test suite includes the system requirement & abbreviated test case name
- Test case name should begin with a verb and indicate the intended action to perform for validation

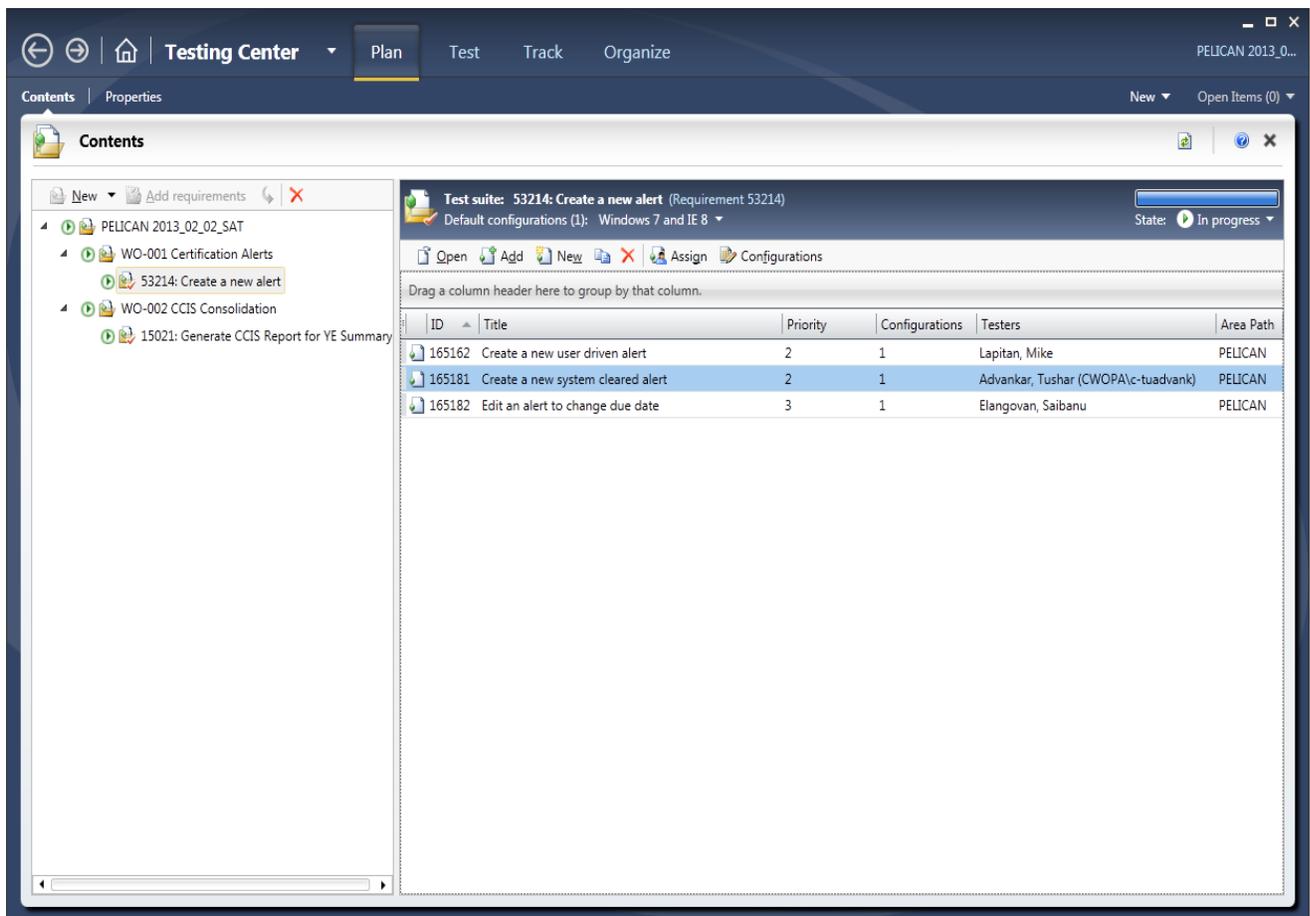


TEST CASE

Test Cases are the lowest level of validation within the test plan. Test Manager assigns a unique id to each test case. The Test Case Title should begin with an action verb and indicate the action to perform for the validation process.

Fig 5 Test Case SAT Example

- The SAT test suite contains system requirements
- Test case name should begin with a verb and indicate the intended action to perform for validation



MTM Naming Convention Summary

Microsoft does not restrict naming conventions within MTM. DPW is making these guideline recommendations to help teams provide logical and repeatable processes in their testing endeavors. On December 20, 2012 these guidelines will take effect. DPW is **not** asking teams to rename their processes retroactively. As teams transition new projects to MTM or made the decision to use Microsoft Test Manager for testing initiatives post February 2013; there is an expectation that teams will follow these guidelines. Teams should follow what works for them through the end of the initiative. The next work or release schedule would then follow the DPW guidelines.

Fig 6 MTM Summary

- The below table outlines recommended naming conventions for test plans, test suites and test cases
- These naming conventions are recommended for all test phases including INT, SAT, Regression, UAT and TFP

Entity	Description	Recommended Naming Convention
Test Plan	A test plan acts like a container of all testing done within a test phase of a targeted release	Application_YYYY_MM_DD_TestPhase E.g. PELICAN_2013_02_02_SAT, PELICAN_2013_02_02_UAT
Test Suite	Test suites are created within a test plan. They indicate the modification work orders and/ or maintenance components associated with the release designated by the test plan	WO-WONumber WOName E.g. WO-001 Certification Alerts

Test Case	A test case is contained within a test suite and always maps to business requirement (for UAT), system requirement (for SAT) or use case (for INT)	Test case description should start with a verb and define the intended action The description should be limited to 80 characters E.g. Create a new user-driven alert, Edit an individual's record
Use Case	Use cases are created in Enterprise Architect during SRD phase. Their list is imported into TFS and linked to a test suite while creating INT test cases within INT test plans	MTM ID: Use Case Name E.g. Generate CCIS Report for Year-end Summary
System Requirement	System requirements are created in TFS during SRD phase. They are linked to a test suite while creating SAT test cases within SAT test plans	MTM ID: System Requirement Description E.g. Allow ability for admins to clear system alerts
Business Requirement	Business requirements are created in TFS during BRD phase. They are linked to a test suite while creating UAT test cases within UAT test plans	MTM ID: Business Requirement Description E.g. Create an individual record

Questions regarding the DPW Microsoft Test Manager Naming Guideline can be directed to the [mailto: ra-MSDN_Requests@pa.gov](mailto:ra-MSDN_Requests@pa.gov)

All guidelines and referenced documentation identified in this guideline will be subject to review and possible revision annually or upon request by the DPW Information Technology Standards Team.

Guideline Revision Log:

Change Date	Version	Change Description	Author and Organization
12/13/2012	1.0	Initial creation	Michael Light (DPW)
10/09/2013	1.1	Reviewed, Standard is still valid	Michael Light (DPW)
02/25/2014	1.2	Reviewed, Standard is still current	Michael Light