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| **For Assessment of: <Project Name>****PRT #: <PRT Number>** |
| Reviewer Name |  |
| Date Reviewed |  |
| Project Business Analyst (BA) Name |  |
| Requirements Traceability Matrix  | Document Name: |
| Version | Revision Date |
| Test Plan  | Document Name |
|  | Version: | Revision Date |
| Test Case Matrix | Document Name |
|  | Version | Revision Date |
| Instructions | **Project BA:** For all questions marked as ‘N/A’ please provide an explanation either under the question or as a general note within this review document.**Reviewer:** For all questions you mark as ‘N’ please provide an explanation either under the question or as a general note or provide a marked up version of the Project System Design documentation with your redlines, comments and/or questions. |
| General Project BA Notes |  |
| General Reviewer Notes |  |
|  |  |

| Criteria | Project BA | Reviewer |
| --- | --- | --- |
| **1. Process Model Design** - translates the requirements into a technical business process model. The Process model will include such items as:i. Process Definitions – Identify the business process name and purpose. ii. Process Flow - Show how each business processes flows from one process to the next. |  |  |
| a. Is the process model depicted in a diagram as a set of domains using a domain chart that specifies major components and their relationships? |  |  |
| e. Is a functional decomposition of each major component into lower level functions, activities, and tasks provided (e.g. process definitions)? |  |  |
| f. Are high-level descriptions of the functions, activities, and tasks for each component specified? |  |  |
| g. Does the functional decomposition of each component follow top-down design principles? |  |  |
| h. Are the business processes to enable the exchange of information between all components, functions, and tasks specified?  |  |  |
| i. Are the business processes to enable the exchange of information between all interfaces (e.g., application-to-application, database-to-database, other) specified?  |  |  |
| **2. Requirement Traceability Matrix (RTM)** —crosswalks detail design components (i.e. user interface, report and batch process design) back to their corresponding requirements. The RTM assures that every requirement has been addressed in the detail design and that every detail design component addresses a requirement. |  |  |
| a. Has the RTM from the requirements phase been updated to indicate traceability to the detail design components documented? |  |  |
| b. Has every requirement in the RTM has been addressed by the detail design? |  |  |
| c. Does every detail design element address at least one requirement? |  |  |
| d. Is there a test case/test scenario identified for every requirement? |  |  |
| **3. Test Plan** — Defines the application testing approach, preliminary testing schedule, and testing needs. |  |  |
| a. Has a test plan been specified? |  |  |
| b. Does the test plan define the testing approach for the project? |  |  |
| c. Does the test plan identify testing environments and test staff needs? |  |  |
| d. Does the test plan define the pass/fail criteria for Testing? |  |  |
| e. Does the test plan address training needs to perform tests  |  |  |
| f. Does the test plan identify who will participate in the various scheduled test? |  |  |
| g. Does each scheduled test define which components will be tested and which components will not be tested for a given scheduled test.  |  |  |
| **3. Test Case Matrix** —demonstrates test coverage for the application testing. The matrix shall include the test case id and a brief description of the test to be performed. |  |  |
| a. Has a test case matrix been specified? |  |  |
| b. Is there a test case for every requirement? |  |  |
| c. Do the test cases address every detail design component? |  |  |
| d. Is there a test scenario for every business process? |  |  |