# Process testing PRTS

Investigating software and systems implementations to validate and verify that they meet business needs.

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| **Guidance Notes:**  The scope of Process testing includes technology, system components, configurations, packages and their interfaces which are intended to deliver business value or outcomes.   * planning, designing, managing, executing and reporting of process tests * collaborating on the creation of specific and measurable acceptance criteria for business requirements * testing of business value related capabilities or features * static testing and static analysis * managing risks associated with testing and taking preventative action when needed * adopting and adapting testing methods including waterfall, incremental or agile approaches * conforming to agreed process standards, industry-specific regulations and data protection legislation * engineering, using and maintaining testware to measure and improve the quality of the software being tested * promoting productivity through test automation, tools and best practices * developing scalable and reliable automated tests and frameworks.   Examples of the risks addressed by Process testing:   * the system not supporting necessary processes * the system implementing inefficient or error-prone processes * the system not supporting required user roles * the system restricting users from performing necessary tasks * the system being too complex for intended users * the system not matching the organisation's look-and-feel consistently. |

## Level 1

Executes given manual process test scripts under supervision.  
Uses basic automated testing tools.  
Records results and reports issues.  
Develops an understanding of the role of process testing as a tool for design improvement and a validation process.

## Level 2

Designs test cases, creates test scripts and test data, and automates repeatable tasks working to the business requirements or specifications provided.  
Defines test conditions for given business requirements.  
Executes and records manual and automated process testing in accordance with test plans.  
Analyses and reports on test activities, results, issues and risks.

## Level 3

Designs process test cases and test scripts under own direction, mapping back to pre-determined criteria, recording and reporting test outcomes.  
Participates in requirement, design and specification reviews, and uses this information to design process test plans and test conditions.  
Applies agreed standards to specify and perform manual and automated process testing. Automates testing tasks and builds test coverage through existing or new infrastructure.  
Analyses and reports on test activities, results, issues and risks.

## Level 4

Selects appropriate process testing approach, including manual and automated testing.  
Develops and executes process test plans and test cases. Implements scalable and reliable automated tests and frameworks in relation to process testing.  
Collaborates across parties involved in product, systems or service design and development to enable comprehensive process test coverage. Identifies improvements in requirements, and related design or specification processes, to increase the effectiveness and efficiency of process testing.  
Analyses and reports on test activities, results, issues and risks, including the work of others."

## Level 5

Plans and drives process testing activities across all stages and iterations of product, systems and service development.  
Provides authoritative advice and guidance on any aspect of process test planning and execution. Adopts and adapts appropriate testing methods, automated tools and techniques to solve problems in tools and testing approaches.  
Measures and monitors applications of standards for testing. Assesses risks and takes preventative action.  
Identifies improvements and contributes to the development of organisational policies, standards, and guidelines for process testing.

## Level 6

Develops organisational policies, standards, and guidelines for business process testing.  
Plans and leads strategic, large and complex process testing activities. Leads activities to manage risks and opportunities associated with process testing and in coordination with other types of testing.  
Adapts or develops organisational process testing capabilities and methods to solve complex business and engineering problems in tools and testing.  
Promotes a culture of quality throughout the organisation and drives adoption of and adherence to testing policies and standards, with special focus on process testing.