**Test Team – Roles and Responsibilities**

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| Role | Responsibility | Name | Email | Report To |
| Project Sponsor | Approve high-level project development, co-ordinate major issues, and approve additional development resources. | [identify] | [email address] | [Manager] |
| Project Manager | Ensure project is on-track, prepare status reports, project plan, track project development status, manage changes/issues and resource issues. | [identify] | [email address] | [Manager] |
| IT Manager | Execute the project; approve design and timelines; coordinate resources; deliver project according to design specifications. | [identify] | [email address] | [Manager] |
| Technical Lead | Provide technical expertise and ensure deliverables are proceeding in the correct technical direction. | [identify] | [email address] | [Manager] |
| Services Manager | Deliver the necessary Business Services | [identify] | [email address] | [Manager] |
| Infrastructure Manager | Provide production infrastructure, service level agreement, technical resources, and software/hardware testing resources | [identify] | [email address] | [Manager] |
| Release Manager | Tracks SCR’s; produces status documents; tests changes, logs incidents identified during testing. | [identify] | [email address] | [Manager] |
| Test Engineer #1 | Tests changes, logs incidents identified during testing. | [identify] | [email address] | [Manager] |
| Test Engineer #2 | Tests changes, logs incidents identified during testing. | [identify] | [email address] | [Manager] |
| Test Engineer #3 | Tests changes, logs incidents identified during testing. | [identify] | [email address] | [Manager] |
| Technical Writer | Assists with technical documentation tasks | [identify] | [email address] | [Manager] |

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| Task # | Test Lead – Detailed Tasks |
| # | Assist with testing. |
| # | Bugtracking |
| # | Build Acceptance Reports |
| # | Helps write Testing Manual |
| # | Identifies requirements for staffing, back end testing |
| # | Maintain bug tracking system and Test Environment |
| # | Post Implementation Reports |
| # | Prepares Test Cases |
| # | Prepares Test Environment |
| # | Provide feedback for meetings and rollouts |
| # | Release Checklists |
| # | Risk and Quality assessments |
| # | Supervise testers and allocate testing tasks to appropriate testers. |
| # | Test Plans |
| # | Test Schedules |
| # | Verify bugs are entered into bug tracking system. |
| # | Verify bugs are resolved and/or regressed by testers. |
| # | Verify test cases are assigned to testers. |
| # | Verify test cases are executed. |
| # | Weekly Status Reports |

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| Task # | Test Engineer – Detailed Tasks |
| # | Assist test lead with duties as needed. |
| # | Assist with test plan preparation. |
| # | Automate test cases. |
| # | Build code from Version Control utility. |
| # | Enter bugs into tracking system. |
| # | Execute test cases. |
| # | Prepare test cases. |
| # | Provide feedback. |
| # | Regress bugs on software builds. |
| # | Retest resolved bugs per release. |
| # | Run Acceptance tests. |