



PQ FOR NEW SOFTWARES CHECKLIST

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1.0 Structural Codes

Check if the Source Codes confirm to predefined Design Specifications.

2.0 Functionability

- a. Develop Test Data Sets with known Inputs and Outputs. The test data shall represent as much as possible Upper and Lower limit of intended use. However it shall also include Unusual Data (wrong case).
- b. Define the Test Environment i.e. place computer system to be used for testing.
- c. Define the Persons responsible for Testing (Number, Names, Qualifications, and Experience).
- d. Define the Errors and their Classification and Documentation.
- e. Define Release /Acceptance criteria before the test.
- f. Define the Testing Program as per follows.

S.No.	Test Person	Hours Testing
1.	A	
2.	B	
3.	C	
4.	D	
5.	E	

3.0 Perform the test in predefined environment using predefined test persons. Only predefined test cases simulating as much as possible the real life environment shall be used.

Record the results as per follows for each operation.

Operator Name :

Verslam Test :

Run	Test	Time (Hrs)	Defects	Defects/ Hr.
1				
2				
3				
4				
5				



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4.0 Check the User Manual for

- a. If it describes Program's Functionability and Formulae used for Calculations.
- b. If it provides Detailed Instructions for Operating the Software.
- c. If it describes all Security Features and their Implementations.
- d. If it specifies Program Operator / User Qualification and Experience.
- e. If it covers Help Features during Use.
- f. If it describes Method for Archiving the Results, Migration of Data to other programs as needed.

5.0 Validation Report

- a. Describes who has prepared the Protocols and who has finally approved them.
- b. Describe all the Tests Performed.
- c. Describe the defects observed during Testing.

6.0 Comment

If the software is OK.

If the changes are required. If Yes, who is authorized to control the same, what are the documents for the same, which tests to be carried out.

What shall be the version number after implementing changes.