

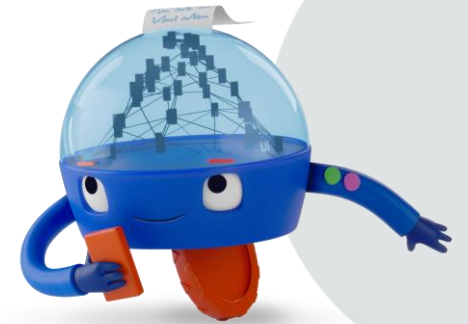
Automation Business Analysis Fundamentals

Process Analysis



Learning Objectives

- Describe how to work on the Process Definition Document (PDD) and populate it.



PDD Creation, Sign-Off, and Maintenance

Create PDD

Gather all the necessary information and put together a document describing the process.

1

Sign-Off PDD

Validate the document with both with the Business Owner and the development team.

2

Maintain PDD

Keep the document up to date during the development and the UAT phase. Unexpected things regarding the process might come to the surface.

3

PDD – Document History and Approval Flow



Document History

- Version number of the document.
- Date when the version of the document was created.
- Name, role, function, and organization of the person doing the upgrades.
- Comments that summarize the changes for a specific version.



Document Approval Flow

- Version number of the document submitted for approval.
- Name, role, organization, and the specific responsibility of each person in the approval flow.

PDD – Table of Contents

1. Introduction

- 1.1 Purpose of the document
- 1.2 Objectives
- 1.3 Key Contacts
- 1.4 Minimum Prerequisites for Automation

2. As-Is Process Description

- 2.1 Process Overview
- 2.2 Applications Used in the Process
- 2.3 As-Is Process Map
- 2.4 Detailed As-Is Process Steps
- 2.5 Input Data Description

3. To-Be Process Description

- 3.1 To-Be Detailed Process Map
- 3.2 Parallel Initiatives / Overlap (if applicable)
- 3.3 In Scope for Automation
- 3.4 Out of Scope for Automation
- 3.5 Business Exceptions Handling
- 3.6 Application Error and Exception Handling
- 3.7 Reporting

4. Other Observations

5. Additional Sources of Process Documentation

Test Scenarios and Test Cases

Test Scenario

Necessary for:

- ensuring better organization.
- a thorough testing of the end-to-end functionality of the workflow.

Not required when:

- applications are very complicated.
- the project is on a tight schedule.
- using Agile methodology.
- performing regression testing.

Guidelines:

- A solid understanding of the automation workflow and of the possible user actions during the process is required.
- Avoid writing scenarios that cover multiple components.
- Update the Traceability Matrix to ensure there is a scenario for each component.

Test Case

Required fields:

- Test case ID – unique value for each test case
Best practice: Use a naming convention to indicate what's being tested
- Test Author – name of the Business Analyst / Tester
- Test Executed By – name of the tester who executed the test
- Execution Date – date when the test execution was performed
- Test Title – test case title
- Test Steps – all the execution steps in the order they are to be executed
- Expected result – what the result of the test should be
- Actual result – the actual result of the test case
- Status – Pass or Fail
- Defect ID – if the status is Fail, then the defect ID needs to be added
- Comments

Test Scenario to Test Case relation: 1 : 1 or 1 : many

Quick Recap

- The purpose and sections of the Process Definition Document and how to populate it.

