**Test Manager Project Checklist**

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| Phase 1 — Project Mobilization | Due Date | Completed Date | Yes/No |
| Define Rosand Responsibilities | 15.05.2012 | 15.06.2012 |  |
| Review Test Levels | 15.05.2012 | 15.07.2012 |  |
| Prepare Project Checklist | 15.05.2012 | 15.08.2012 |  |
| Review Test Approach | 15.05.2012 | 15.08.2012 |  |
| OrganizeTeam Meetings | 15.05.2012 | 15.08.2012 |  |
| Define Resource Requirements | 15.05.2012 | 15.08.2012 |  |
| Define Hardware Requirements | 15.05.2012 | 15.08.2012 |  |
| Define QA Data base Location: | 15.05.2012 | 15.08.2012 |  |
| Define Error Tracking Location: | 15.05.2012 | 15.08.2012 |  |
| Schedule Backups | 15.05.2012 | 15.08.2012 |  |
| Phase 2 — Development & Testing | Due Date | Completed Date | Yes/N |
| Write Test Plan | 15.05.2012 | 15.06.2012 | 15.06.2012 |
| Write Test Specification | 15.05.2012 | 15.06.2012 | 15.06.2012 |
| Use Test Checklist / Write Test Cases | 15.05.2012 | 15.06.2012 | 15.06.2012 |
| Produce Status Reports | 15.05.2012 | 15.06.2012 | 15.06.2012 |
| Produce Acceptance Test Reports | 15.05.2012 | 15.06.2012 | 15.06.2012 |
| Alpha Testing Summary | 15.05.2012 | 15.06.2012 | 15.06.2012 |
| Go/No Go Meetings / Review Release Report | 15.05.2012 | 15.06.2012 | 15.06.2012 |
| Create Gold Copy CDs | 15.05.2012 | 15.06.2012 | 15.06.2012 |
| Phase 3 — Post mortem Review | Due Date | Completed Date | Yes/N |
| Post mortem Meeting | 15.05.2012 | 15.06.2012 | 15.06.2012 |
| Complete Post mortem Report | 15.05.2012 | 15.06.2012 | 15.06.2012 |