

10 Step Quality Assurance Process

All quality assurance docs are to be created in Google Docs in the client's Design & Development folder.

It is then shared with the developer(s) working on the project so they can review & complete the tasks and comment if they have questions.

What's included in the Quality Assurance process?

1. Design Consistency

- Compare the website against the design mockups.
- Ensure accurate layout, typography, colors, and spacing alignment.

2. Responsiveness

- Review layouts and verify interactions on various screen sizes (desktop, tablet, mobile).

3. Performance Testing

- Check Core Web Vitals (e.g., Largest Contentful Paint, Cumulative Layout Shift) and comment on improvements which need to be applied.

4. Error Validation, Form Fields, Form Notifications

- Check all form fields for validation rules.
- Verify that the correct fields are set to required.
- Confirm that the correct form input type is used.

5. Accessibility Compliance

- Ensure the site meets accessibility standards (WCAG) by using Accessibility Insights Fast Pass.

6. Browser Compatibility

- Verify functionality across major browsers (Chrome, Firefox, Safari).

7. Interaction Testing

-Click all links, buttons, and interactive elements to confirm they have hover states and go to the right page.

8. Functionality/Integrations Review

-Review project scope to confirm no features are missing, that all requirements are met, including but not limited to integrations, accessibility plugins, cookie policy, etc...

9. Security Checks

-Confirm SSL/TLS certificate validity.

-Install and configure WordFence for security features/vulnerability notifications.

10. AI Optimization Checks

-Confirm the website has an llms.txt file uploaded in the /public_html/ folder, with content that summarizes the company services, description and relevant info

-Confirm that local business schema exists and is embedded in the <head> tag for all pages

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