



# Feature QA Process

*Use this template to give your team everything they need to test new features before they are released in your product.*

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This feature is officially ready for QA. If you are involved in testing for this feature, please use the following instructions to get started.

Pro tip: send this Card as a Knowledge Alert to the group(s) participating in the QA process.

## What

- Requirements: [link to Guru Card or other resource]
- Designs: linked here
  - *Please check here for the expected experience, and match to what you see in your testing*
- [Related Feature Breakdown Card](#) (overview for customer-facing teams)

## How

Where to test: [link to your product]

- Testing instructions (include video recording):
  - Step 1:
  - Step 2:
  - Step 3:
  - Step 4:
- What to look out for when testing:
  - Deliverable 1:
  - Deliverable 2:
  - Deliverable 3:



- Where to report issues: [link to external spreadsheet or other bug reporting system]

## Timing

- QA start: MM/DD
- QA end: MM/DD
- Release date: MM/DD