

Collaboration Cycle Documentation Audit									
An effort to update resources and documentation for VFS teams in support of the collaboration cycle									
Issue:	https://app.zenhub.com/workspaces/vsp---product-support-5f85b91c14d8df0018fac414/issues/department-of-veterans-affairs/va.gov-team/17238								
Goals:									
Inventory all documentation and resources currently available to VFS teams									
	Log what exists today								
	Identify its primary audience and goal for that audience								
	Capture author's or auditor's thoughts on resources								
Analyze documentation and resources currently available for gaps and inconsistencies									
Gather and review analytics and VFS team feedback on usage and usefulness of documentation and guidance									
Propose structure of documentation and resources, and recommendations for revisions to documentation to better serve VFS teams									

Page title	URL	File type	Owner/author	Goal/purpose of resource	Primary audience (if not general)	Primary audience (if not general)	Secondary audience	Status?	Includes links to	Notes/thoughts
Information Architecture (IA)	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	Act as overview and guide to content for IA section of documentation	None	VFS	VSP, DEFO	Current	None	TOC
End Practices for IA on IA page	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	High level best practices/overview in an outline	None	VFS	VSP, DEFO	Current	Links to IA guidelines, link page	Standards/best practices
IA design template	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	Intended to be a workbench/notes that VFS team can use to define the primary components of their IA	IA structure, URL's, breadcrumbs	VFS	IA	Draft	Should be links to other workbench/notes for each section. Should also include links to other workbench/notes in this as applicable.	Templates
Requesting Feedback	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	Documentation on the process for requesting a URL, redirect or other URL	Responsibilities of each team	VFS	VSP, DEFO	Current	None	Process
SEO Best Practices and Guidelines for IA page	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	Best practices and guidelines for SEO	IAURL's, keywords, content and meta data, title, alt, canonical, hreflang, etc.	VFS	DEFO	Current	Content style guide, SEO writing guidelines, Product Request process	Standards/best practices
Site Maps	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	Global IA documentation	Visual showing Master IA approach	DEFO	VFS, VSP	Current	Requires tool, Master IA, google sheet and screenshots, and changes	Resource
Template Guidelines - Backend Link Templates	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	Documentation on standards for use of the link sheet	Components	VFS	DEFO, VSP	Current	Aligns with template standards	Standards
URL Guidelines	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	Standards for determining a valid URL, IA URL	Characteristics, Content/Content process, Standard URL's, format	VFS	DEFO, VSP	Current	None	Standards
Vanity URL Guidelines	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	Process and standards for requesting a vanity URL	What is a vanity URL? Guidelines, format, etc.	VFS	DEFO	Current	None	Standards, process
Working with IA - Rules of Engagement	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	Process for working with VSP IA	What does an IA do? What is an IA review? How to request support?	VFS	DEFO	Outdated	None	Process
UX Writing Guidelines	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	Goals and purposes of the UX writing	None	VFS	DEFO, VSP	Current	None	Standards
master-of-mapping-20200326.xlsx	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	Download of master IA google sheet	None	DEFO	VFS, VSP	Historic record	None	Resource
master-of-mapping-20200326.xlsx	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	Download of master IA google sheet	None	DEFO	VFS, VSP	Historic record	None	Resource
Website Finding Services IA work	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	Documents all current IA work in Sigt and provides a link to find work for each project	Current IA Work, Completed IA	VSP	VFS, DEFO	Current	Individual IA work	Resource
Templates	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	Masterlist template for each project	None	VFS	VSP	Needs vetting	None	Resource
-IG IA files	https://www.usability.gov/what-is-usability.html	inf	M. Northrup	IA recommendations for each project	None	VFS	DEFO, VSP	Current	None	Resource

Practice Area	Page Title	URL	File	Constructor	Goal/purpose of resource	Primary version of doc (or equivalent version)	Primary audience	Secondary audience(s)	Status	Includes links to	Notes/throughs
QA	QA	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	What are the goals of QA? How to use QA to find bugs? How to use QA to find bugs? How to use QA to find bugs?	Manual Testing Load Testing Test Case Management Test Case Execution Test Case Reporting	VFS	Current	Manual Testing Test Case Management Test Case Execution Test Case Reporting		
QA	How to coordinate QA testing	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Working with QA people	Test Case Management Test Case Execution Test Case Reporting	VFS	Outdated			
QA	VA.GOV Code Platform Testing Plan	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Practices and tools for code platform testing	Test Case Management Test Case Execution Test Case Reporting	VFS	Outdated			
QA	Device testing for VA.gov	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	List of testing devices and why to test them	Test Case Management Test Case Execution Test Case Reporting	VFS	VSP	Outdated		
QA	Process	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Flow chart of how the QA process works	Test Case Management Test Case Execution Test Case Reporting	VFS	Outdated			
QA	Quality Assurance (QA)	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	A list of expected outcomes and responsibilities of QA	Test Case Management Test Case Execution Test Case Reporting	VFS	VSP	Current	Quality Assurance Test Case Management Test Case Execution Test Case Reporting	
QA	How to report test results	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Options about test results and how to report them	Test Case Management Test Case Execution Test Case Reporting	VFS/VSP	Outdated			
QA	Quality Assurance of Sign-in and Identity	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	How to test sign-in and identity	Test Case Management Test Case Execution Test Case Reporting	VFS/VSP	Current			
QA	Techniques	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	List of different techniques	Test Case Management Test Case Execution Test Case Reporting	VFS/VSP	Current			
QA	End-to-end tests	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Documentation for writing end-to-end tests	Test Case Management Test Case Execution Test Case Reporting	VFS	Current			
QA	Load Testing	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Information specific to load testing on VSP	Test Case Management Test Case Execution Test Case Reporting	VFS/VSP	Current			
QA	Using automated resources for test testing	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	How to use automated resources for test testing	Test Case Management Test Case Execution Test Case Reporting	VFS	VSP	Current		
QA	Request Load Testing	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	How to request load testing	Test Case Management Test Case Execution Test Case Reporting	VFS	Outdated			
QA	Manual Testing	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Links to how to do manual testing	Test Case Management Test Case Execution Test Case Reporting	VFS	Current			
QA	Cross-browser Manual Testing	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	How to do cross-browser manual testing	Test Case Management Test Case Execution Test Case Reporting	VFS	Current			
QA	Exploratory testing	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162		Test Case Management Test Case Execution Test Case Reporting	VFS	Current			
QA	Manual QA Strategy	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	How to do exploratory testing	Test Case Management Test Case Execution Test Case Reporting	VFS	Current			
QA	How to use TestRail	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Links on how to use TestRail	Test Case Management Test Case Execution Test Case Reporting	VFS	Current			
QA	Creating a project in TestRail	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Steps to create a project in TestRail	Test Case Management Test Case Execution Test Case Reporting	VFS	Current			
QA	Creating a test case in TestRail	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Steps to create test cases	Test Case Management Test Case Execution Test Case Reporting	VFS	Current			
QA	Creating a test run in TestRail	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Steps to create a test run	Test Case Management Test Case Execution Test Case Reporting	VFS	Current			
QA	Executing tests in TestRail	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Steps to executing tests in TestRail	Test Case Management Test Case Execution Test Case Reporting	VFS	Current			
QA	Getting started with TestRail	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	How to get started using TestRail	Test Case Management Test Case Execution Test Case Reporting	VFS	Current			
QA	Integrating TestRail with GitHub	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Steps to integrate TestRail with GitHub	Test Case Management Test Case Execution Test Case Reporting	VFS	Current			
QA	Reporting results in TestRail	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Steps to report results	Test Case Management Test Case Execution Test Case Reporting	VFS	Current			
QA	How to use Test for context testing	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Options about Test for context testing	Test Case Management Test Case Execution Test Case Reporting	VFS	VSP	Current		
QA	End-to-end testing	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Options about end-to-end testing	Test Case Management Test Case Execution Test Case Reporting	VFS	VSP	Outdated		
QA	Custom Build Practices	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Options about custom build practices	Test Case Management Test Case Execution Test Case Reporting	VFS	VSP	Current		
QA	Custom Flow Test Management	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Options about custom flow test management	Test Case Management Test Case Execution Test Case Reporting	VFS	VSP	Current		
QA	Custom & Upgrade Guide	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Options about custom & upgrade guide	Test Case Management Test Case Execution Test Case Reporting	VFS	VSP	Current		
QA	VSP Custom Resource Preference Guide	https://www.ibm.com/docs/en/egit/1.10.0?topic=qa-overview	162	Patric 162	Options about VSP custom resource preference guide	Test Case Management Test Case Execution Test Case Reporting	VFS	VSP	Current		

