7.Preparing to publish

In the post-production phase, you'll prepare to publish your project. Your project plan should account for quality assurance (QA) testing, content editing and revision, bug fixing, and final polishing of the deliverables.
Let's consider quality assurance testing in a little more detail.

Quality assurance testing

During the QA testing process, there are two important project management considerations: QA testing scripts and bug reporting processes.
Test scripts A QA test script is a series of steps for a tester to follow and record their observations. These scripts are usually created before formal testing starts, and are used to evaluate the product against specific project requirements and use cases. They may also be used to test the team's assumptions about the user experience of the product.

Bug report tracking Bug tracking and resolution is a vital part of polishing the product for delivery. The tools used to track bug reports vary — Jira and Github are popular choices, but many individuals and teams use a spreadsheet.
Typical bug reports include:

- **Title / brief summary:** A descriptive title for the bug.
- **Identified frequency**: How often does this bug occur (every time, most times, randomly, rarely)?
- **Reproduction steps**: Precise steps on how to reproduce the bug. This should be detailed enough that a developer can recreate the bug themselves without any additional information.
- **Detailed description:** A more detailed summary of the bug and its impact on user experience.
- **Any other observations**: These could include thoughts on what may be causing the bug and other relevant details (for example, "error occurs inconsistently, but more frequently at night than during the day").

If you want to learn more about bug reports, review The Art Of The Bug Report at the Ministry of Testing.

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