

Quick QA Vacation Readiness Checklist

We've created this quick checklist to help you avoid testing slowdowns during summer leave.

- ☐ Are your most critical test cases clearly documented and up to date?
- ☐ Can someone else run and understand those test cases if needed?
- ☐ Is test automation in place for key user flows?
- ☐ Are edge cases and recent regressions properly handled?
- ☐ Are upcoming vacations aligned with your release calendar?
- ☐ Is there a designated backup for QA-related questions or urgent issues?
- ☐ Will someone monitor test results and triage failures during absences?
- ☐ Are high-risk features prioritized for testing?
- ☐ What can be safely postponed or tested later?
- ☐ Are credentials, test data, and environments pre-configured for others?
- ☐ Can external or temporary testers access your tools if needed?
- ☐ Does the rest of the team know what to expect from QA while someone's away?

