

Scenario :

A software company called **SoftEdge Ltd** is developing an enterprise Human Resource Management System (HRMS). During internal testing, the QA team identifies that employees often submit incomplete timesheets, causing errors in payroll processing. Management decides that the system must include a **“Timesheet Validation & Auto-Correction Feature.”**

You, as a **Quality Assurance Analyst**, are asked to prepare a **Terms of Reference (ToR)** for this new feature to guide Developers, Testers, and Project Managers.

The ToR must clearly define:

- Scope
- Functional requirements
- Non-functional requirements
- Constraints
- Testing requirements
- Deliverables
- Acceptance criteria
- Risks & mitigation
- Roles & responsibilities

Good Luck!!!