Test Plan

*<PROJECT NAME >*

Version *<1.0>*

*<mm/dd/yyyy>*

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| --- | --- | --- | --- |
| **Version** | **Date** | **Updated By** | **Description of Change** |
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# **INTRODUCTION**

## **Purpose**

[Provide the purpose of the Test Plan Document. This document should be tailored to fit a particular project’s needs.]

The Test Plan documents the necessary information required to effectively define the test approach, what to test, when to test, how to test and who will test the project’s product. The Test Plan document is created during Test Planning which typically falls into the Design Phase of the project. Its intended audience is the project manager and the project team. Some portions of this document may be shared with other stakeholder whose input/approval into the testing process is needed.

## **Project Overview**

[Provide a brief overview of the project.]

# **SCOPE**

1.

## **In Scope**

*[Describe the items/features/functions to be tested that are within the scope of this test plan.]*

## **Out of Scope**

*[Describe the items/features/functions that are agreed NOT to be tested.]*

# **STRATEGY / APPROACH**

1.

## **Types of Testing**

[Describe the various types/phases of testing to be performed and covered under the scope of this project and a brief overview including who will be performing the test and in what environment. Unit Testing, System Integration Testing, User Acceptance Testing, Performance Testing etc ]

## **Test Approach**

[Describe the overall testing approach to be used to test the project’s product. Provide an outline of planned tests, testdata approach and any special considerations or constraints]

## **Test Result & Defect management**

[Describe the approach to be used to track and report test results and how defects/finding will be triaged.]

# **ENTRY AND EXIT CRITERIA**

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

# **ASSUMPTIONS, RISKS AND DEPENDENCIES**

1.
2.

## **Assumptions**

[Describe the key assumptions associated with testing or provide a reference to a document location where it is stored.]

## **Risks**

[Describe the risks associated with testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Risk** | **Probability** | **Impact**  | **Mitigation** |
|  |  | *High* | *High* |  |
|  |  | *High* | *Medium* |  |
|  |  | *Medium* | *Low* |  |

## **Dependencies**

[Describe the key dependencies associated with testing.]

# **MILESTONES AND DELIVERABLES**

1.

## **Key Milestones**

The key milestones associated with testing for the project follows

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Name** | **Start**  | **Finish** | **Responsible** | **Comments** |
| *Test Planning* |  |  |  |  |
| *Test Case creation (includes test conditions and test data)* |  |  |  |  |
| *Unit Testing* |  |  |  |  |
| *Functional / System Integration Testing* |  |  |  |  |
| *User Acceptance Testing* |  |  |  |  |
| *Performance Testing*  |  |  |  |  |
| *Etc*  |  |  |  |  |
| *< The above is a typical sample >* |  |  |  |  |

## **Deliverables**

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.). ]

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Phase** | **Comments** |
| *Test Strategy* | *Analysis* |  |
| *Test Plan (This document)* | *Design* |  |
| *Test Cases / Scenarios* | *Build* |  |
| *Test Results* | *Test* |  |
| *Defect Log* | *Test* |  |
| *Test Summary* | *Test* |  |
| *Test Status Report* | *All* |  |

# **APPROVALS**

The undersigned acknowledge they have reviewed the *<Project Name>* **Test Plan** document and agree with the approach it presents. Any changes to this will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are required. Examples of such individuals are Business Steward, Technical Steward, and Project Manager. Add additional signature lines as necessary.]

 Date:

 Date:

# **Appendix A: References**

[Insert the name, version number, description, and physical location of any documents referenced for the creation of the Test Plan this document (Business Requirements, Functional Specification etc). Add rows to the table as necessary.]

The following table summarizes the documents referenced for the creation of Test Plan.

|  |  |  |
| --- | --- | --- |
| **Document Name**  | **Description** | **Location** |
| *<Document Name and Version Number>* | *[Provide description of the document]* | *<URL or Network path where document is located>* |
|  |  |  |
|  |  |  |
|  |  |  |

# **Appendix B: Key Terms**

*[Insert terms and definitions used in this document].*

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term**  | **Definition** |
|  |  |
|  |  |
|  |  |
|  |  |