**Qeema Project**

**Test Plan Template**

Document History

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| --- | --- | --- | --- | --- |
| Ver. No. | Ver. Date | Prepared By | Approved By | Description |
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Template History

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# Glossary

|  |  |
| --- | --- |
| **Term** | **Definition** |
| TC | Test Case |
| Req | Requirement |
| HLS | High level Scenario |
| TDR | Test Data Record |
| DSR | Daily Status Report |
| BVT | Build Verification Testing |
| WBS | Work Breakdown Structure |
| TBD | To be Defined |

# Introduction

In this section we should write a brief introduction about the project.

## 2.1 Document Purpose

This section we need to highlight what is the main purpose of this document for example:

The document is a mean of agreement among all stakeholders, to ensure they are all aligned on the scope and are aware of the planned Testing activities that will take place during this phase.

The document specifies the Testing Scope, Schedules, Responsibilities, Resources, Environments, Test Data, Risks, Issues, Assumptions and Dependencies that would be required to conduct Functional, Test phases for MOT.

## 2.2 Reference Documents

List all the reference documents

# Project Overview

## 3.1 In Scope:

Refer to the Functional Requirement Document.

## 3.2 Out of Scope

List anything that will be out of testing scope

Like:

* Features (List of features that are out of testing scope)
* Non-Functional Testing (List of testing types that are out of testing scope)
* Testing Levels (list of testing levels that are out of testing scope)

# Project Testing Resources:

## 4.1 Resources

In this section we should list all project resources like how many testing resources will be working on the project and their position, roles and responsibilities and their allocation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Responsibilities** | **Allocation %** |
|  |  |  |  |
|  |  |  |  |

## 4.2 Testing Tools

List all Tools/Software that are used while testing functional or non-functional testing for example:

* JIRA using x-ray plugin will be used as test cases & defects management framework.
* Jmeter that will be used to run performance test.

# Test Environments

This section will highlight the test environment details that will be required for conducting the testing activities. It includes details related to environment types, availability timelines, and the associated test cycles.

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| **Test Cycle** | **Environment Type** | **Required By** | **Instance** |
| Functional Test- Cycle 1 | SIT (System Integration) | DD/MMM/YYYY | [e.g., SIT-Server-01] |
| UAT | UAT Environment | DD/MMM/YYYY | [e.g., UAT-Cloud-Instance-01] |

# Testing Types and Testing Levels

List what are the type of testing that will be covered during testing the project.

# Testing Estimates

## 7.1 Total Testing Efforts

The total testing effort estimation is derived based on one or more of the following approaches:

* The Microsoft Testing Project Plan
* The effort estimation logged and tracked via JIRA tools
* The Agreed Estimation Technique documented in the project's Excel estimation sheet

These estimates encompass all testing activities including (but not limited to):

* Test case design and review
* Test data preparation
* Environment setup
* Test execution
* Defect logging and re-testing
* Test reporting and communication (meetings or calls)

**Note**: The estimates also include overheads such as review meetings, clarification calls, and time allocated for reporting or status updates.

## 7.2 Test Execution Plan

In this section we should state the number of test cycles and their start and end date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Cycle** | **Start Date** | **End Date** | **Coverage** | **Comments** |
| Functional Test Cycle-1 |  |  |  |  |
| Retest & Regression Cycle-2 |  |  |  |  |
| UAT |  |  |  |  |

# Pre-Requisites and Assumptions

This section outlines the essential pre-conditions and assumptions that must be fulfilled to initiate the testing activities effectively

Pre-Requisites, Examples

* All business and functional requirements are approved and signed off by relevant stakeholders.
* Test environment and test data are fully set up, stable, and accessible.
* All testing-related queries and ambiguities are clarified.
* Required tools (e.g., defect tracking, test management) are accessible to the testing team.

Assumptions, Examples

* No critical changes will be introduced to the test environment or build during active test execution unless communicated and agreed upon.
* Subject Matter Experts (SMEs) or Business Analysts will be available for clarification when needed.
* Test execution timelines assume no major delays in environment readiness or requirement finalization.

# Test Completion Criteria

## 9.1 Exit Criteria

In this section will state the criteria that should be fulfilled prior to completing the testing phase. For Example:

* Overall exit criteria for all the defect found in various test phases in sprint release are:
* Critical = 0 (Zero)
* High = 0 (Zero)
* Medium = 2 \* Open Defects
* Any deviation from the above success criteria in terms of partial test execution or defect resolution will have to be impacted and evaluated by all the relevant stakeholders.

## 

## 9.2 Stakeholder Approval

After successful execution of all planned test phases (e.g., FAT, SIT), a Test Completion Report will be prepared and circulated to stakeholders for review and approval.

Expected approvers may include:

* Product Manager(s)
* Project Manager(s)
* Product Owner(s)
* QA/Testing Manager

# Build Rejection Criteria

New build is checked mainly for two things:

* Build Validation
* Build Acceptance

BVT “Build verification test” shall be include the set of P1 test cases which run on every new build “Sanity Check” to verify that build is testable before it is accepted for further testing. This test cases are core functionality.

Before start the build verification task on any new provided build you should check on:

* All old raised Critical, High, Medium and Low (P1) bugs are resolved and assigned back to testing team

The criteria for rejecting the build once received.

* 30% of Smoke TCs failed
* Missing feature in contradiction with user stories (Sprint scope)
* At least one of critical defects reported

# Testing Deliverables

This section will hold information about all the testing artifacts that will be used/produced during testing activities. For Example:

* Test Plan
* High Level Scenarios
* Test Cases
* Status Report/Build
* Testing Closure Report.

# Test Reporting

This section will include the type of the testing reports, frequency, Reports Audience.

|  |  |  |
| --- | --- | --- |
| **Test Report Name** | **Frequency** | **Audience** |
| Cycle Status Report | At end of each cycle of the sprint |  |
| Sprint Closure Report | At end of the Sprint |  |

# Risks & Assumptions

These are the risks and issues, perceived by Testing Team, at the time of publication.

Any risk defined below should be defined with a contingency / corrective action, if it isn’t, it should be placed among the project issues list until contingencies can be identified.

Thank You