**Company\_Name**

**Project\_Name**

**Checkout Test Plan**

Version

Version\_Date

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# Introduction

## Using This Template

**Stop – Read This First!!!**

Before you begin filling out information in this template, first update the document codes that are embedded throughout this template (this will save you time). Go to File, Properties and then go to the Custom tab (or for Word 2007 go to the Office Button and select Properties from the Prepare menu; the n select Advanced Properties from the Document Properties drop-down). You’ll see the following entries – just update them with information pertinent to your project:

* Project – Project Name
* Company – Company Name
* Version – Version number of this document
* VersionDate – The date this version was published

Delete this portion (Section 1.1) once you’ve completed your version of the document.

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## Purpose

The purpose of this plan is to document how new releases will be tested during check-out testing. Check-out testing is the last testing “gate” to pass prior to turning over a completed software release. Check-out testing occurs in the Production environment and can be executed from representatives from the development, testing/QA, and/or business teams.

The purpose of check-out testing is **not** to find defects with the developed or configured code – earlier testing phases should have found those problems. Rather, check-out testing is performed to ensure that no mistakes were made in the deployment or roll-out of new code into the Production environment.

## Intended Audience

Describe the intended audience of this plan.

## Checkout Testing Approach

Describe the general approach taken during checkout testing.

## Revision History

| Revision | Author | Date | Comments |
| --- | --- | --- | --- |
| 1.0 | Brad Kuhn | 12/28/2010 | Template |
|  |  |  |  |

# Roles and Responsibilities

Describe roles and responsibilities for check-out testing. Consider the following roles and tasks:

* Who will identify/document the test cases to be used during the check-out test?
* Who will approve the check-out test plan?
* Who will execute the check-out test cases?
* Who will report status during the check-out test?

# Prerequisites

This section lists items which must occur prior to the start of check-out testing. The exact list will vary based on your project, but consider the following:

* Migration of code to the Production environment
* Creation of login IDs for check-out testers
* Other items as required

# Checkout Tests

This section should list the check-out tests to be used during testing. If your list is very large, you may want to consider referencing your document/test repository rather than listing the tests here.

When deciding which tests to utilize, remember the goal of check-out testing is to make sure the environment is stable and that all required system and application components are in working order, not to find new defects. So your test list does not need to be exhaustive. Instead, the tests should exercise the system as a whole.

Consider the following when developing the list of tests:

* Functional groupings within the system
* Interfaces with external systems
* Batch operations
* Specific areas or functions that proved to be unstable during system, UAT, or other previous test phases
* Lessons learned from previous deployments

# Deliverables

This section should list the deliverables for check-out testing, along with who is responsible for producing each deliverable. The following are potential deliverables:

* Test results (list of tests ran along with outcomes for each)
* A list of any tests that were not run, with an explanation as to why
* Any tests that should be considered for future releases