

CHECKLIST for Test Plan

Use this outline as a checklist for your Test Plan.

The following are necessary:

- 1. Title Page done correctly**
 - ☐ Logos properly handled
- 2. All instructions (red) deleted**
- 3. Table of Contents is correct**
 - ☐ Section numbers retained
 - ☐ Page numbers correct
 - ☐ No tries other than the 7 specified and their subsections
- 4. Overview**
 - ☐ Overview is copied from Statement of Work
- 5. Features to be tested/not to be tested**
 - ☐ Clearly states all features to be tested
 - ☐ Clearly states relevant features not to be tested
 - ☐ All subsection numbering is correct
- 6. Pass/Fail Criteria**
 - ☐ At least one pass/fail is listed per feature to be tested
 - ☐ All criteria are objective
 - ☐ All criteria are clearly described
- 7. Approach**
 - ☐ At least one approach is listed for each pass/fail criteria
 - ☐ All approaches include relevant level of detail
 - ☐ Any limitations of approaches are clearly described
- 8. Testing Materials**
 - ☐ Table is used to list materials
 - ☐ All materials mentioned in approach are listed
 - ☐ All test numbers are present
 - ☐ All test numbers correspond to the correct materials
 - ☐ Sponsor/Faculty advisor has been updated on any new support needs
- 9. Test Cases**
 - ☐ At least one test case is listed for each line item of the Functional Spec
 - ☐ Each test case is clearly named
 - ☐ Each test case is clearly described
 - ☐ Procedural steps are described in relevant level of detail
- 10. Testing Schedule**
 - ☐ Each test case is listed on the schedule
 - ☐ A reasonable time frame is given for each test
 - ☐ Responsible parties are clearly listed
 - ☐ Sponsor/Faculty advisor has been updated on any new support needs