Test Plan
Version 0.0

Description of Project

DOCUMENT NO:
VERSION:

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DATE: 4/13/2004

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Version History

REVISION CHART			
Version	**Author(s)**	**Description of Version**	**Date Completed**

Document Owner

The primary contact for questions regarding this document is:

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Document Approval

Document Name:

Publication Date:

Contract Number:

Project Number:

Prepared by:

Approval: _____

Name and Organization

Concurrence: _____

Name and Organization

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1 Introduction

The Test Plan outlines the scope, approach, resources, and schedule of all testing activities. It identifies the items and features to be tested; types of testing; resource requirements; and an approach to project management.

1.1 Objectives

Describe the high-level test plan objectives, e.g. products to be delivered, major activities, products, milestones, resources, and schedules.

1.2 Document Overview

Outline the main sections in this document, for example:

- Chapter 1 – Describe the contents of this chapter.
- Chapter 2 – Describe the contents of this chapter.
- Chapter 3 – Describe the contents of this chapter.
- Chapter 4 – Describe the contents of this chapter.
- Chapter 5 – Describe the contents of this chapter.

1.3 Testing Strategy

For each level of testing, prepare a separate test plan with the following set of deliverables:

- Features to be tested
- Items to be tested
- Management and technical approach
- Milestones
- Pass / Fail criteria
- Purpose for testing
- Risks, assumptions, and constraints
- Roles and responsibilities
- Schedules

1.4 Scope

Describe the scope (i.e. parameters) for the test plan(s). Also, list any areas specifically excluded from the plans.

Outline how scheduled and unscheduled updates to the Software Test Plan will be managed.

📄   *Separate Test plans must be developed for each level of product testing.*

1.5 Reference Material

Identify all documents and sources referenced in the Test Plan. Cross-references to the following documents (where applicable) is required for the high-level test plan:

- Configuration Management Plan
- Company policies and procedures
- Project authorization
- Project Plan
- Quality Assurance Plan
- Standards

1.6 Relationship to Other Plans

Describe this document's relation to other plans, such as:

- Program Management Plan
- Configuration Management Plan
- Software Quality Assurance Plan

1.7 Key Stakeholders

Outline the project's key stakeholders, for example:

- John Q Public, the client's representative
- Jane Q Public, Head of IT Dept.
- James Q Public, Head of QA Dept.

1.8 Points of Contact

Outline the main points of contact for this plan, i.e. for troubleshooting purposes.

Include the type of contact, contact name, department, telephone number, and e-mail address.

1.9 Methodology, Tools, and Techniques

Describe the software tools (or techniques) required for performing the respective tasks, e.g. software for managing changes requests.

1.10 Policies, Directives and Procedures

Outline the policies and procedures that apply to this document. Identify any external constraints or requirements placed on this document by policies, directives, or procedures.

2 Test Items

Identify the test items that will be covered in this plan. Refer to the following documents where appropriate:

- Design specification

- Installation guide

- Operations guide

- Requirements specification

- Users guide

- Verification plans

2.1 Program Modules

Describe how each module will be tested.

2.2 Documentation Testing Procedures

Describe how the user documentation will be tested to ensure that it is correct, complete, and comprehensive.

2.3 Application Testing Procedures

Describe how the application will be tested to ensure that it can run and supported in a production environment.

2.4 Features Within Scope

Identify all software features to be tested. Identify the design specifications associated with each feature.

2.5 Features Outside of Scope

Identify all features that will not be tested, along with the reasons for this decision, e.g. timelines, available resources etc.

3 Test Planning

Identify the different types of testing and the methods and criteria for performing the test activities. For each level of testing, prepare a test plan and the appropriate set of deliverables.

3.1 Unit Testing

Describe how Unit Testing will be conducted to verify the implementation of each software element or collection of software elements.

3.2 Integration Testing

Describe how Integration Testing will be conducted on software and hardware elements, until the entire system has been integrated.

This ensures that the design objectives are met and that the software complies with operational requirements.

   📄   *Integration Testing is also known as System Testing.*

3.3 Conversion Testing

Describe how Conversion Testing will be conducted to ensure that all data elements (and historical data) are converted from the previous system format to the new system format.

3.4 Interface Testing

Describe how Interface Testing will be conducted to ensure that the application operates efficiently outside the application boundary.

3.5 Security Testing

Describe how Security Testing will be conducted so that the application systems control and auditability features are functional.

3.6 Recovery Testing

Describe how Recovery Testing will be conducted to ensure that the application's restart, backup, and recovery facilities operate as designed.

3.7 Performance Testing

Describe how Performance Testing will be conducted to ensure that the application performs to customer expectations (e.g. response time).

3.8 Regression Testing

Describe how Regression Testing will be conducted to ensure that changes to the application have not adversely affected previously tested functionality.

3.9 Acceptance Testing

Describe how Acceptance Testing will be conducted to ensure that the system satisfies the acceptance criteria.

3.10 Beta Testing

Describe how Beta Testing will be conducted to detect application faults, failures, and defects.