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| *Software Project Team QAFRM\_Vldt\_Tstng3* |

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| Project Name: |  |
| Project Manager: |  |
| Systems Analyst: |  |
| Date Submitted: |  |
| Date Archived: |  |

Test Plan - the following have been documented and actioned:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| # | Item | Identified | Organised | Setup | Delivered | Reviewed | Notes / Comments |
|  | **Date Completed:** |  |  |  |  |  |  |
|  | **Validating Officer’s Initial:** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1 | Test Objectives |  |  |  |  |  |  |
| 2 | Test Process and Strategy |  |  |  |  |  |  |
| 3 | Testing Personnel (Including roles and responsibilities.) |  |  |  |  |  |  |
| 4 | Other Testing Resources |  |  |  |  |  |  |
| 5 | Test Environment |  |  |  |  |  |  |
| 6 | Testing |  |  |  |  |  |  |
| 7 | Testing Process and Outcomes Review |  |  |  |  |  |  |

Test Cases - the following have been documented and actioned:

|  |  |  |  |  |  |  |  |
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| # | Item | Planned | Organised | Setup | Delivered | Reviewed | Notes / Comments |
|  | **Date Completed:** |  |  |  |  |  |  |
|  | **Validating Officer’s Initial:** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1 | Test Cases |  |  |  |  |  |  |
| 2 | Pre-conditions and Instructions |  |  |  |  |  |  |
| 3 | Expected Results |  |  |  |  |  |  |
| 4 | Actual Results and Comments |  |  |  |  |  |  |
| 5 | Action priority |  |  |  |  |  |  |
| 6 | Test Review Meeting |  |  |  |  |  |  |
| 7 | Development Rework |  |  |  |  |  |  |

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| Systems Analyst Signature: |  | **Date:** |  |
| Project Manager Signature: |  | **Date:** |  |