|  |
| --- |
| [Team name] |
| <Project name>  Test Plan |
| [Client Organization Name] |
|  |
| **Team member 1**  **Team member 2**  **Team member 3**  **Team member 4**  **Team member 5** |
|  |

**Please note - this is a document template, only. All of the text in *blue italics* is for explanatory purposes and must be overwritten or deleted (along with this note) when you create your own version of this document.**

**Table of Contents**

[1. Document Version 3](#_Toc431080504)

[2. Introduction 3](#_Toc431080505)

[2.1. Purpose 3](#_Toc431080506)

[2.2. Team contact information 3](#_Toc431080507)

[2.3. Description 3](#_Toc431080508)

[3. Test Plan 3](#_Toc431080509)

[3.1. Overview 3](#_Toc431080510)

[3.2. Deliverables 3](#_Toc431080511)

[3.3. Resources 3](#_Toc431080512)

[3.4. Approach 3](#_Toc431080513)

[4. Test Cases 3](#_Toc431080514)

# Document Version

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Description** | **Date** | **Author(s)** |
| **1** | *Created* | *DD/MM/YYYY* | *<name 1>*  *<name 2>* |
| **2** | *Updated with XX text/info* | *DD/MM/YYYY* | *<name 1>*  *<name 2>* |
| **3** |  |  |  |
| **…** | *Add rows as required* |  |  |

# Introduction

## Purpose

*To propose a Testing Solution for the <your project name> project.*

## Team contact information

*Provide contact information for each team member and your supervisor. Also Team name should go here. Can copy from Statement of Work*

## Description

*Update from the Statement of Work*

# Test Plan

## Overview

*Describe* ***what*** *items/features/functions are within the scope of this plan to be tested. Include a description of* ***how*** *they will be tested,* ***when****, by* ***whom****, and to what quality standards. Also include a description of those items agreed* ***not*** *to be tested.*

## Deliverables

*Describe the deliverables that will result from the testing process (documents, reports, charts, etc.)..*

## Resources

*Describe the resources required for testing, such as test data, accounts/permissions, documentation, testers, etc.*

## Approach

*Describe which categories will need to be tested, such as use cases, integration points, deployment, data, etc.*

# Test Cases

*Describe the main test cases or high-level test case categories that you can anticipate at this point. Do not include actual testing steps (these will be documented in the Test Cases spreadsheet).*