**Test Plan Template Table Of Contents (TOC)**

**#1) Introduction**

**a) Test Plan Approach/Objective**

This document includes and describes the information necessary to effectively define the strategy to successfully carry out the testing of the Application Under Test. This also includes the scope of the project testing.

It basically gives an idea of what will be covered in the test plan.

**Example:**This Test Plan is documented to describe the predefined scope, approach, resources (hardware & personnel), schedule of all the testing activities of the project STH Ecommerce, way of communication, and the risks associated with and corresponding mitigation plan.

**#2) Scope**

This section gives an insight into the approved work for the testing team and works as an excellent facilitator for reporting. It describes a list of overall areas which are included and excluded from the testing activity.

**a) Features to be tested:** This section defines a list of features/modules, functional or non-functional requirements of the Application Under Test, that need to be tested.

**Example:** The following features are to be tested:

* Login page
* Products
* Product details
* Shopping cart

**b) Features NOT to be tested:** This section defines a list of features/modules which are not to be tested. It also mentions the reason for exclusion.

**Example:** Payment using UPI need not be tested, as the feature is going to be disabled.

**#3) Test Strategy (Approach)**

This section describes the overall approach to testing. Various techniques which will be used for testing are mentioned. It also details the methodology and lists the different testing levels and testing types that will be carried out.

A number of rounds of testing to be carried out are also mentioned. It also mentions the defect-tracking process and the list of tools that will be used.

**Example:**

**Test Types:**

* **API Testing:** Test all the developed APIs even before they are integrated with the UI.
* **UX Testing (Usability/User Experience Testing):** Test the user-friendliness of the application.
* **GUI Functional Testing:** Test the features for functionality against requirements.
* **Automation Testing:** Run available automation scripts.
* **Smoke Testing:** Run smoke tests on each new build.

**Test Levels:**

* **System Testing:** Test the entire application as a whole.
* **Acceptance Testing:** The user tests the application.

**#4) Environmental Needs (Test Environment)**

This section defines the list of hardware and software requirements for testing. Make sure to detail specific devices and software versions. It also mentions the tools that will be used.

**Example:**

* Windows Server: Staging QA
* Operating System on Test Machines: Windows 10
* Browser (must have): Chrome – Last available version
* Network – Wi-Fi: So that laptops can be used for testing
* Jira: For bug tracking

**#5) Staffing and Training Needs**

In this section, it describes the required resources and training required (if any) for the efficient execution of testing. Identifying the training at the beginning provides a better idea of the total time and cost involved in training.

**Example:**

* Staffing
  + Manual Testers: Tester1, Tester2
  + QA Lead: Test Lead1
  + Automation Tester: Auto Tester1, Auto Tester2
* Training
  + Jira plugins are used for test case writing: 20 hours

**#6) Test Schedule and Estimation**

It includes details about the target start and end date of test execution, and a detailed schedule of all testing milestones, activities, and deadlines.

**Example:**

* Test case design:
  + Start Date – <Test Case design start date>
  + End Date – <Test Case design end date>
* Sign-in/Sign-up: 6 hours
* Shopping cart: 8 hours

**#7) Test Deliverables**

This section defines the list of all documents/artifacts that need to be delivered/prepared during the testing life cycle. It also needs to mention the schedule and timeline for the preparation and submission of these artifacts.

**Example:**

* **Test Plan:** Prepared and submitted before the start of the testing phase.
* **Test Cases:** Prepared and delivered during the test design phase.
* **Bug Report:** Prepared and shared at the end of each day throughout the execution cycle.
* **Test Summary Report:** Prepared and submitted at the end of the testing phase.

**#8) Exit Criteria**

This section of the document describes the conditions that must be satisfied before the test is completed.

**Example:** The following conditions can be considered

* All test cases are executed, exploratory testing is done and there are no functional bugs.
* All unresolved bugs are of low severity.
* No more than 10% of medium-severity bugs are unresolved.

**#9) Suspension and Resumption Criteria**

There might be some instances during test execution when testing cannot go ahead and needs to be suspended. This section of the test plan explicitly describes the conditions when the test execution has to stop and when it can be resumed.

**Example:** The following criteria can be considered

* Suspend testing when
  + Critical (show-stopper) bugs are open – (e.g. login issues).
  + An open bug blocks many of the test cases in the test suite.
* Testing can be resumed when
  + Show stopper bug(s) are resolved and test cases can be executed.

**#10) Responsibilities**

It details a list of all the roles and responsibilities of each team member involved in the testing.

**Example:**

| **Name** | **Email** | **Role** |
| --- | --- | --- |
| **Manager1** | Test Manager | manager1@test1.com |
| **TestLead1** | Test Manager | testLead1@test1.com |
| **ManualTester1** | Manual Testing | manualTester1@test1.com |

**#11) Risk and Contingencies**

This section defines the pre-identified risks and associated mitigation plans. It basically describes the actions that can be taken when a hazard occurs.

**Example:**

| **Risk** | **Mitigation** |
| --- | --- |
| QA Environment is down | Keep an alternate environment |
| Unplanned leaves | Monitor this risk |
| Lack of essential skill | Hire skilled resource or plan for an on the job training. |

**#12) Assumptions**

It describes the assumptions that need to be considered at the beginning or during the test phase.

**Example:**

* Application features are deployed and available for testing on time.
* License(s) of the tool(s) used were procured in time before the start of the testing phase.

**#13) Test References**

It details the documents that can be referred to.

**Example:**

* UI design – Figma
* User Stories
* Requirements/Specification document
* System Design document

**#14) Review and Approvals**

This section consists of the names of the people who should review and approve this document. It will also include the name of the person who should sign the project.

**Example:**

* Test Manager: Approve the test plan
* Project Manager: Signs off the testing phase

**Conclusion**

Test plan template and its components might differ from organization to organization, but what matters most is the intent and information mentioned in the test plan. It is important to keep the test plan document concise and very clear.