***Technology Test Management Form***

*(Schedule of Work/Sprints Testing Process)*

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| **1. General Project Details** | | | |
| **Project Name:** |  | | |
| **Technology Project Manager:** |  | **Date Prepared:** |  |
| **Project Sponsor:** |  | **Quality Reviewers:** |  |
| **Test Run Number:** |  | **Tester(s):** |  |

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| **2. Test Plan Outline** | | | |
| **Application for testing**  **(Specificy version)** |  | **SVN Reference** |  |
| **Overview of Test Plan** |  | | |
| **Goals and Objectives** |  | | |
| **Constraints** |  | | |
| **Toolkit being tested**  **(Hardware/Software)** |  | | |
| **List of features to be tested**  **(user stories, sprints etc)** |  | | |
| **List features NOT to be tested**  **(user stories, sprints etc)** |  | | |
| **Identify staffing/training needs** |  | | |

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| **3. Test Analysis and Design** | |
| **Outline test analysis and design approach** |  |
| **Identify test conditions** |  |
| **Identify test cases** |  |
| **Identify pass/fail criteria** |  |

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| **3. Test Implementation**  **(Prepare test data (anonymise ‘live’ test data)** | |
| **List test procedures, list testing sequence** |  |
| **Complete test plan**  **(see Technology Division Sample Test Plan)** |  |

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| **4. Test Execution**  **(Perform tests and log results)** | |
| **Record test failures and log results in Bugzilla** |  |
| **Identify tests for retesting** |  |

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| **5. Test Evaluation** | |
| **Test Summary Report** |  |
| **Identify further testing needed** |  |
| **Identify bug fixes required** |  |
| **List issues/lessons learned for future** |  |

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| **6. Sign Off Authority – Project Manager** | | | |
| **Project Manager – Technology Division** | | **Project Tester – Technology Division** | |
| **Sign Off:** | **Date:** | **Sign Off:** | **Date:** |