<Project Name>

Version <1.0>

Revision History

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| --- | --- | --- | --- |
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# Introduction

## Purpose

[Provide an overview of the test plan document here. You may answer the following questions when writing this section

\* what are objectives of this document?  
\* what is this document about?  
\* who should use it?  
\* what are the key features of this document?]

# Target Test Items

[List software items for testing. Software items include features and areas to test such as functiontal, performance, usability, and security.]

# Environmental Needs

[This section presents the non-human resources required for the **Test Plan**.]

## Hardware Requirements

[Identify hardware requirements used to run and test the application]

## Software in the Test Environment

The following base software elements are required in the test environment for this *Test Plan*.

[Note: Add or delete items as appropriate.]

| **Software Name** | **Purpose** | **Version** | **Type and Other Notes** |
| --- | --- | --- | --- |
| Firefox |  |  | Internet Browser |
| Windows 7, 32bit |  |  | Operating System |
| Windows 7, 64 bit |  |  | Operating System |
| Mac OS X 10.10 |  |  | Operating System |
| MS Outlook |  |  | eMail Client software |

## Productivity and Support Tools

The following tools will be employed to support the test process for this *Test Plan*.

[Note: Add more items as appropriate.]

| **Tool Category or Type** | **Tool Brand Name** | **Vendor or In-house** | **Version** |
| --- | --- | --- | --- |
| Defect Tracking | MS Excel 2010 | MS | 2010 |

# Responsibilities, Staffing, and Training Needs

## People and Roles

This table shows the staffing assumptions for the test effort.

[**Note**: Add or delete items as appropriate.]

| **Human Resources** | | |
| --- | --- | --- |
| **Role** | **Minimum Resources Recommended**  **(number of full-time roles allocated)** | **Specific Responsibilities or Comments** |
| Test Manager |  | Provides management oversight.  Responsibilities include:   * planning and logistics * agree mission * identify motivators * acquire appropriate resources * present management reporting * advocate the interests of test * evaluate effectiveness of test effort |
| Tester |  | Implements and executes the tests.  Responsibilities include:   * implement tests and test suites * execute test suites * log results * analyze and recover from test failures * document incidents |
| Test System Administrator |  | Ensures test environment and assets are managed and maintained.  Responsibilities include:   * administer test management system * install and support access to, and recovery of, test environment configurations and test labs |