**Test Plan Document**

**1. Test Plan ID:**

[Unique Identifier for the Test Plan]

**2. Introduction:**

[Brief overview of the purpose of the test plan and the functionality being tested.]

**3. Objective:**

[Define the goals of testing, such as ensuring quality, validating functionality, etc.]

**4. Scope:**

* **In Scope:**  
  [List the features or areas that will be tested.]
* **Out of Scope:**  
  [List the features or areas that will not be tested.]

**5. Test Approach:**

[Describe the overall strategy for testing, such as manual/automated, types of testing (functional, regression, etc.), and tools to be used.]

**6. Test Environment:**

[List the hardware, software, networks, and tools required for testing.]

**7. Test Data:**

[Brief description of the test data needed, including specific examples or formats.]

**8. Entry Criteria:**

[Conditions that must be met before testing begins.]

**9. Exit Criteria:**

[Conditions that must be met before testing is considered complete.]

**10. Roles and Responsibilities:**

[Define the roles of team members involved in the testing process.]

**11. Schedule:**

[Provide a timeline or schedule for testing activities.]

**12. Deliverables:**

[List the documents or outputs expected, such as test cases, defect reports, and test summary reports.]

**13. Risks and Mitigation:**

[Identify potential risks to testing and provide mitigation strategies.]

**14. Approvals:**

| **Name** | **Role** | **Approval Date** |
| --- | --- | --- |
| [Approver Name] | [Role, e.g., QA Lead] | [Date] |