|  |
| --- |
|  |
| ClientID-ProductID |

| RELATED ARTIFACTS | |
| --- | --- |
| Ref. | Artifact Name |
| [GLO] | [Common Glossary](https://info.epam.com/acronyms.html) |
| [SC] | [Process Description: Software Construction](https://epam.sharepoint.com/sites/policy/SitePages/Policy/Process%20Descriptions/Process%20Description%20Software%20Construction.aspx) |
| [ST] | [Process Description: Software Testing](https://epam.sharepoint.com/sites/policy/SitePages/Policy/Process%20Descriptions/Process%20Description%20Software%20Testing.aspx?path=Delivery%20Process%20Areas) |
| [DT] | [Process Description: Dynamic Testing](https://epam.sharepoint.com/sites/policy/SitePages/Policy/Process%20Descriptions/Process%20Description%20Dynamic%20Testing.aspx) |

|  |  |
| --- | --- |
| Acronyms & Abbreviations | |
| SEPG | Software Engineering Process Group |
| QMS | Quality Management System |
| POC | Proof of Concept |
| MVP | Minimum Viable Product |
| SOW | Statement of Work |
| DM/PM | Delivery Manager/Project Manager |

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1. *[Text enclosed in square brackets is included to provide guidance to the author and should be deleted before publishing the document. A paragraph entered following this style should be set to Body Text. See* [*Guideline: EPAM Template Usage*](https://epam.sharepoint.com/sites/policy/SitePages/Policy/Guidelines/Guideline%20EPAM%20Template%20Usage.aspx) *for details.]*

*[To customize automatic fields in Microsoft Word (which display a gray background when selected), select File->Info->Properties->Advanced Properties and replace the Title, Subject and Company fields with the appropriate information for this document. Please update PID field at Custom properties page too. After setting the fields, automatic fields may be updated throughout the document by pressing Ctrl-A (select all) and pressing F9, or simply click on the field and press F9. This must be done separately for Headers and Footers, and must be performed on every section in the document. Alt-F9 will toggle between displaying the field names and the field contents.  See Word help for more information on working with fields.]*

*[At Related Artifacts table, please do not forget to mention the related documents which are usually:*

* *Project Management Plan*
* *Quality Assurance Plan*
* *Requirement Specifications*
* *Software Architecture Document*
* *Software Design*
* *Project Glossary]*

# Project Specific Impact to Testing

*[Describe project and/or organization specific which will influence test process/approach/types]*

Project phase: *[put application phase here]*

Technology stack: *[put technology stack here]*

Constrains and assumptions: *[put constrains and assumptions here]*

Critical success factors: *[put them here if they exist and affects the testing process]*

Project geography: *[put locations and time zones if it affects the testing process]*

# Scope of Testing

*[Describe here whether the project consist from one application or from set of applications. Also describe what each application is and what the application for.]*

## In Scope

|  |  |  |  |
| --- | --- | --- | --- |
| System/component/interface under test | Description | Responsible side | Reference |
| <Application 1>  *[Put the list of systems/components/interfaces here]* | *[put the description of the particular system/component/interface here]* | *[Primary contact of who is going to test this part]* | *[Put the specification name/requirements where the item (component) is described and link to it if possible]* |
| <Application 2> |  |  | *[Put the specification/requirements name where the function is described and link to it if possible]* |
|  |  |  |  |

## Out of Scope

|  |  |  |
| --- | --- | --- |
| System/component/interface under test | Description | Reference |
| <Application 1>  *[Put the list of systems/components/interfaces here]* | *[put the description of the particular system/component/interface here]* | *[Put the specification name where the item (component) is described and link to it if possible]* |
| <Application 2> |  | *[Put the specification name where the function is described and link to it if possible]* |
|  |  |  |

## Third-Party Systems

|  |  |  |  |
| --- | --- | --- | --- |
| System/component/interface under test | Description | Responsible side | Reference |
| <Application 1>  *[Put the list of systems/components/interfaces here]* | *[put the description of the particular system/component/interface here]* | *[Primary contact of who is going to test this part]* | *[Put the specification/requirements name where the item (component) is described and link to it if possible]* |
| <Application 2> |  |  | *[Put the specification/requirements name where the function is described and link to it if possible]* |
|  |  |  |  |

## System Tested by Other Organizations

|  |  |  |  |
| --- | --- | --- | --- |
| System/component/interface under test | Description | Responsible side | Reference |
| <Application 1>  *[Put the list of systems/components/interfaces here]* | *[put the description of the particular system/component/interface here]* | *[Primary contact of who is going to test this part]* | *[Put the specification/requirements name where the item (component) is described and link to it if possible]* |
| <Application 2> |  |  | *[Put the specification/requirements name where the function is described and link to it if possible]* |
|  |  |  |  |

# Quality and Acceptance Criteria

*[Put here important conditions to happen before application can be released from testing. Such conditions should be either listed in the document or references provided]*

# Test Process Description

*[Describe the test process you’re establishing. The list of sections can be extended with any process-specific rules and mandatory actions. All sections are optional.]*

## Test Planning Phase

### Entry/Exit Criteria for Each Phase

*[Put here specific criteria to reach before going from one test phase to another.]*

### Defects Severity Description

*[Disclose the list of severity you’re using from your bug tracking tool and the rules for setting each severity. You can use the following classification or define your own based on recommendations:]*

|  |  |  |
| --- | --- | --- |
| Severity | Meaning | Examples |
| *Blocker* | *Behavior causes the business/consumer to stop working. Application under test crashes or inoperable* | * *the business users are unable to continue a successful business operation in the system unless the issue is resolved;* * *loss or partial loss of key functionality;* * *system crash;* * *massive performance degradation.* |
| *Critical* | *Behavior causes the business/consumer to operate in a limited way. No workaround available.* | * *loss or partial loss of key functionality;* * *operational error;* * *data integrity;* * *some performance degradation.* |
| *Major* | *Behavior allows business/consumer to continue working in a limited way with work around.* | * *partial loss of functionality of the software, but allows the user to continue proceeding normal business operations;* * *usability/UI issues causing confusion due to inconsistency or ambiguity.* |
| *Minor* | *Behavior has no functional impact on business/consumer and can also be attributed to UI aesthetics.* | * *the business user decides that the issue around this functionality is not vital to his use of the system;* * *a minor feature that is not functional in one module but the same task is easily doable from another module.* |
| *Trivial* | *The defect does not affect functionality or data, it is merely an inconvenience.* | * *cosmetics (font face/font size/text alignment;* * *misspelling.* |

## Test Design Phase

### Test Cases Creation Rules

*[Describe how it’s expected from the team to create and provide ready-to-use test cases. Tell about review approach and coverage if applicable. Mention important things about test format, steps format, test data preparation and management.]*

### Managing Test Cases in the Test Management Tool

*[Tell what the tool is going to be used for test management, how the test suites are supposed to be organized inside the tool, how to run particular test cycle, what should be mentioned after each test execution etc.]*

## Test Execution Phase

### Defect Reports Raising and Management Rules

*[Put here the recommendation about how it’s expected from the team to raise defects, what fields should be added and how. How’s default assignee. Tell about review process if exists.]*

### Defect Lifecycle

*[Describe the lifecycle established in your bug tracking system and rules for each transition/status change. List the available resolution and the rules when each one should be used.]*

## Test Reporting Phase

### Test Report Containment

*[Put here the items needed to highlight in test report like:*

* *List of the tasks with priority and status;*
* *Metrics to calculate for the current iteration with trendline for the last 5 releases;*
* *Recommendations;*

*etc.]*

### List of the Metrics to Track on a Project

*[Put here the list of the metrics you’d like to calculate and track on a project in the following way:]*

*Information gathered in* [*Metrics and Measurement Catalog*](https://kb.epam.com/x/afnjEg) *can help you to make a proper choice.*

*Example:]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Metric name | Formula | Responsible role | Frequency | Way to provide |
| <DC – defect containment | <DC = (Number of non-rejected defects registered during by end-users on production environment)/(Total number of non-rejected defects registered)> | <Testing Team Lead> | <after each release to production> | <2nd column chart> |

# Risk Management

*[State the list of initial Project and Process risks identified by Testing team in the following format:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Summary/ Description | Probability | Impact | Risk Exposure  (Probability \* Impact) | Assignee | Treatment Strategy | Mitigation and/or Damage Control Plan |
| *[Put the summary and description of the risk identified here]* | *[Set the probability in range [1;3] where:*  *1 – Low*  *3 – High* | *[Set the severity in range [1;3] where:*  *1 – lowest*  *3 – highest]* | *[Multiplication of Probability and Impact.*  *Range the table against this value, biggest value shows the most important risk]* | *[Put the name of the person responsible for managing this risk]* | *[Definition of the selected strategy (Avoidance/ Mitigation/ Acceptance/ Transfer)]* | *[This section is filled in if applicable for the selected Treatment Strategy.*  *Mitigation plan -the actionable points what to do in order to prevent risks happening or to reduce the Probability and/or Impact of the risk.*  *Damage Control plan - the actionable points what to do in case the risk happened. What are the next steps.]* |
| <risk 1> |  |  |  |  |  |  |
| <risk 2> |  |  |  |  |  |  |

*Please duplicate the initial risks from the Test Plan to DC “Risks” section and track their status on a regular basis there. Otherwise, if DC Risks are not used, please ask the DM to duplicate the initial risks from the Test Plan to project’s Risk-Management System, make sure tracking and update of risks is regular.]*

# Test Team

## Roles and Responsibilities

*[List all test team members here with specifying their location and responsibilities (assignments).]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Project Role | Name | Location | Responsibilities |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Stakeholders

*[List key persons for the project here.]*

| # | Project Role | Name, e-mail, location |
| --- | --- | --- |
| Internal (inside EPAM) | | |
|  | <Project Manager> |  |
|  | <Project Coordinator, Key Developer> |  |
|  | <Test Leader> |  |
|  |  |  |
| External (from customer side) | | |
|  | <Product Owner> |  |
|  | <Business Analyst> |  |
|  |  |  |

## Communication Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Issue | Responsible person/people | Contact point | Communication plan |
|  | <Inform the team about critical defect> | <All test team members> | <All project team members> | <Via project chat> |
|  |  |  |  |  |

## Escalation Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Issue | Responsible person/people | Contact point | Communication plan |
|  | <Test team is not in a schedule > | <Test Team lead> | <Delivery Manager> | <Via e-mail> |
|  |  |  |  |  |

# Test Schedule

*[For Waterfall projects or projects with fixed dates use the template:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Activity | Begin Time | End Time | Assignment | Location | Work content |
|  | <Test plan creation> |  |  | <resource name> |  | *[Specify here how much time the activity takes]* |
|  | <Test cases creation> |  |  | <resource name> |  |  |
|  | <Build installation> |  |  | <resource name> |  |  |
|  | <Smoke Test execution> |  |  | <resource name> |  |  |
|  | <Critical path Test execution> |  |  | <resource name> |  |  |

*All dates and values are examples. If more than one person executes an activity, please specify the activity and each person in separate table row.*

*For Agile projects use the following template:]*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | Sprint day 1 | Sprint day 2 | … | … | … | … | … |
| <Test Plan creation> |  |  |  |  |  |  |  |
| <Test cases creation> |  |  |  |  |  |  |  |
| <Smoke test execution> |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |

# Test Deliverables

*[List all test documentation and deliverables (like bug reports etc.) here.]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Artifact to be provided | Target audience | Author/ Responsible Person(s) | Frequency (delivery time) | Method of delivery | Link to the template if exists |
|  | <Project name> Test Plans | *[who are the stakeholders of this artifact]* | *[who is an author of the artifact]* | <Once before the testing start> | <via e-mail, confirm from Management is needed> | *[optional. However, nice to have to provide all artifacts unified]* |
|  | <Project name> Test Strategy |  |  |  |  |  |
|  | <application’s name> Test Cases |  |  | <Before the testing start> |  |  |
|  | <Bug reports> |  |  | <Upon finding a bug> |  |  |
|  | <Test Result Reports> |  |  | <Weekly> |  |  |

| REVISION HISTORY | | | | | |
| --- | --- | --- | --- | --- | --- |
| Ver. | Description of Change | Author | Date | Approved | |
| Name | Date |
| n.n |  |  | dd-Mmm-yyyy |  | dd-Mmm-yyyy |
|  |  |  |  |  |  |