

# TEST PLAN FOR <<PROJECT NAME>>

## *ChangeLog*

Version	Change Date	By	Description
version number	Date of Change	Name of person who made changes	Description of the changes made

[Type here]

<b>1</b>	<b>INTRODUCTION .....</b>	<b>2</b>
1.1	SCOPE .....	2
1.1.1	<i>In Scope</i> .....	2
1.1.2	<i>Out of Scope</i> .....	2
1.2	QUALITY OBJECTIVE .....	2
1.3	ROLES AND RESPONSIBILITIES .....	2
<b>2</b>	<b>TEST METHODOLOGY .....</b>	<b>3</b>
2.1	OVERVIEW .....	3
2.2	TEST LEVELS .....	3
2.3	BUG TRIAGE .....	3
2.4	SUSPENSION CRITERIA AND RESUMPTION REQUIREMENTS.....	3
2.5	TEST COMPLETENESS.....	4
<b>3</b>	<b>TEST DELIVERABLES.....</b>	<b>4</b>
<b>4</b>	<b>RESOURCE &amp; ENVIRONMENT NEEDS.....</b>	<b>4</b>
4.1	TESTING TOOLS .....	4
4.2	TEST ENVIRONMENT .....	4
<b>5</b>	<b>TERMS/ACRONYMS .....</b>	<b>5</b>

[Type here]

# 1 Introduction

Brief introduction of the test strategies, process, workflow and methodologies used for the project

## 1.1 Scope

---

### 1.1.1 In Scope

Scope defines the features, functional or non-functional requirements of the software that **will be** tested

### 1.1.2 Out of Scope

Out Of Scope defines the features, functional or non-functional requirements of the software that **will NOT be** tested

## 1.2 Quality Objective

---

Here make a mention of the overall objective that you plan to achieve without your testing

Some objectives of your testing project could be

- Ensure the Application Under Test conforms to functional and non-functional requirements
- Ensure the AUT meets the quality specifications defined by the client
- Bugs/issues are identified and fixed before go live

## 1.3 Roles and Responsibilities

---

Detail description of the Roles and responsibilities of different team members like

- QA Analyst
- Test Manager
- Configuration Manager
- Developers
- Installation Team

Amongst others

## 2 Test Methodology

### 2.1 Overview

---

Mention the reason of adopting a particular test methodology for the project. The test methodology selected for the project could be

- WaterFall
- Iterative
- Agile
- Extreme Programming

The methodology selected depends on multiple factors.

### 2.2 Test Levels

---

**Test Levels define the Types of Testing to be executed on the Application Under Test (AUT).** The Testing Levels primarily depends on the scope of the project, time and budget constraints.

### 2.3 Bug Triage

---

The goal of the triage is to

- To define the type of resolution for each bug
- To prioritize bugs and determine a schedule for all “To Be Fixed Bugs”.

### 2.4 Suspension Criteria and Resumption Requirements

---

[Type here]

Suspension criteria define the criteria to be used to suspend all or part of the testing procedure while Resumption criteria determine when testing can resume after it has been suspended

## 2.5 Test Completeness

---

Here you define the criterias that will deem your testing complete.

For instance, a few criteria to check Test Completeness would be

- 100% test coverage
- All Manual & Automated Test cases executed
- All open bugs are fixed or will be fixed in next release

# 3 Test Deliverables

Here mention all the Test Artifacts that will be delivered during different phases of the testing lifecycle.

Here are the sample deliverables

---

- Test Plan
  - Test Cases
  - Requirement Traceability Matrix
  - Bug Reports
  - Test Strategy
  - Test Metrics
  - Customer Sign Off
- 

# 4 Resource & Environment Needs

## 4.1 Testing Tools

---

Make a list of Tools like

- Requirements Tracking Tool
- Bug Tracking Tool
- Automation Tools

Required to test the project

## 4.2 Test Environment

---

It mentions the minimum **hardware** requirements that will be used to test the Application.

[Type here]

Following **software's** are required in addition to client-specific software.

- Windows 8.1 and above
- Office 2016 and above
- MS Exchange, etc.

## 5 Terms/Acronyms

Make a mention of any terms or acronyms used in the project

TERM/ACRONYM	DEFINITION
API	Application Program Interface
AUT	Application Under Test