**TEST PLAN**

**1. INTRODUCTION**

A brief summary of the product being tested. Outline all the functions at a high level.

**2. OBJECTIVES AND TASKS**

* **Objectives**

Describe the objectives supported by the Master Test Plan, eg., defining tasks and responsibilities, a vehicle for communication, a document to be used as a service level agreement, etc.

* **Tasks**

List all tasks identified by this Test Plan, i.e., testing, post-testing, problem reporting, etc.

**3. SCOPE**

* **General**

This section describes what is being tested, such as all the functions of a specific product, its existing interfaces, the integration of all functions.

* **Tactics**

List here how you will accomplish items that you have listed in the "Scope" section. For example, if you have mentioned that you will test the existing interfaces, what would be the procedures you would follow to notify the key people to represent their respective areas, as well as allotting time in their schedule for assisting you in accomplishing your activity?

**4. TESTING STRATEGY**

Describe the overall approach to testing. For each major group of features or feature combinations, specify the approach which will ensure that these feature groups are adequately tested. Specify the major activities, techniques, and tools which are used to test the designated groups of features.

The approach should be described in sufficient detail to permit identification of the major testing tasks and estimation of the time required to do each one.

**4.1 Unit Testing**

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| **Definition** | Specify the minimum degree of comprehensiveness desired. Identify the techniques which will be used to judge the comprehensiveness of the testing effort (for example, determining which statements have been executed at least once). Specify any additional completion criteria (for example, error frequency). The techniques to be used to trace requirements should be specified |
| **Participants** | List the names of individuals/departments who would be responsible for Unit Testing. |
| **Methodology** | Describe how the unit testing will be conducted. Who will write the test scripts for the unit testing, what would be the sequence of events of the unit testing and how will the testing activity take place? |

**4.2 System and Integration Testing**

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| **Definition** | List what is your understanding of System and Integration Testing for your project. |
| **Participants** | Who will be conducting System and Integration Testing on your project? List the individuals that will be responsible for this activity. |
| **Methodology** | Describe how System & Integration testing will be conducted. Who will write the test scripts for the testing, what would be the sequence of events of System & Integration Testing, and how will the testing activity take place? |

**4.3 Performance and Stress Testing**

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| **Definition** | List what is your understanding of Stress Testing for your project. |
| **Participants** | Who will be conducting Stress Testing on your project? List the individuals that will be responsible for this activity. |
| **Methodology** | Describe how Performance & Stress testing will be conducted. Who will write the test scripts for the testing, what would be sequence of events of Performance & Stress Testing, and how will the testing activity take place? |

**4.4 User Acceptance Testing**

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| **Definition** | The purpose of the acceptance test is to confirm that the system is ready for operational use. During the acceptance testing, end-users (customers) of the system compare the system to its initial requirements. |
| **Participants** | Who will be responsible for the User Acceptance Testing? List the individuals' names and responsibility. |
| **Methodology** | Describe how the User Acceptance testing will be conducted. Who will write the test scripts for the testing, what would be the sequence of events of the User Acceptance Testing, and how will the testing activity take place? |

**4.5 Automated Regression Testing**

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| **Definition** | Regression testing is the selective retesting of a system or component to verify that modifications have not caused unintended effects and that the system or component still works as specified in the requirements. |
| **Participants** | Who will be conducting Regression Testing on your project? List the individuals that will be responsible for this activity. |
| **Methodology** | Describe how Automated Regression Testing will be conducted. Who will write the test scripts for the testing, what would be sequence of events of Automated Regression Testing, and how will the testing activity take place? |

**5. HARDWARE REQUIREMENTS**

**Computers:**

* **Architecture**  
  All computer operating systems are designed for a particular computer architecture. Most software applications are limited to particular operating systems running on particular architectures. Although architecture-independent operating systems and applications exist, most need to be recompiled to run on a new architecture. See also a list of common operating systems and their supporting architectures.
* **Processing power**  
  The power of the central processing unit (CPU) is a fundamental system requirement for any software. Most software running on x86 architecture define processing power as the model and the clock speed of the CPU. Many other features of a CPU that influence its speed and power, like bus speed, cache, and MIPS are often ignored. This definition of power is often erroneous, as AMD Athlon and Intel Pentium CPUs at similar clock speed often have different throughput speeds. Intel Pentium CPUs have enjoyed a considerable degree of popularity, and are often mentioned in this category.
* **Memory**  
  All software, when run, resides in the random access memory (RAM) of a computer. Memory requirements are defined after considering demands of the application, operating system, supporting software and files, and other running processes. Optimal performance of other unrelated software running on a multi-tasking computer system is also considered when defining this requirement.
* **Secondary storage**  
  Hard-disk requirements vary, depending on the size of software installation, temporary files created and maintained while installing or running the software, and possible use of swap space (if RAM is insufficient).
* **Display adapter**  
  Software requiring a better than average computer graphics display, like graphics editors and high-end games, often define high-end display adapters in the system requirements.
* **Peripherals**

**6. ENVIRONMENT REQUIREMENTS**

**6.1 Main Frame**

Specify both the necessary and desired properties of the test environment. The specification should contain the physical characteristics of the facilities, including the hardware, the communications and the system software, the mode of usage (for example, a standalone), and any other software or supplies needed to support the test. Also specify the level of security which must be provided for the test facility, system software, and proprietary components such as software, data, and hardware.

Identify special test tools needed. Identify any other things for testing are needed (for example, publications or office space). Identify the source of all needs which are not currently available to your group.

**7. TEST SCHEDULE**

Include test milestones identified in the Software Project Schedule as well as all item transmittal events.

Define any additional test milestones needed. Estimate the time required to do each testing task. Specify the schedule for each testing task and the test milestone. For each testing resource (that is, facilities, tools, and staff), specify its periods of use.

**8. CONTROL PROCEDURES**

* **Problem Reporting**

Document the procedures to follow when an incident is encountered during the testing process. If a standard form is going to be used, attach a blank copy as an "Appendix" to the Test Plan. In the event you are using an automated incident logging system, write those procedures in this section.

* **Change Requests**

Document the process of modifications to the software. Identify who will sign off on the changes and what would be the criteria for including the changes to the current product. If the changes will affect existing programs, these modules need to be identified.

**9. FEATURES TO BE TESTED**

Identify all software features and combinations of software features that will be tested.

**10. FEATURES NOT TO BE TESTED**

Identify all features and significant combinations of features which will not be tested and the reasons.

**11. RESOURCES/ROLES & RESPONSIBILITIES**

Specify the staff members who are involved in the test project and what their roles are going to be (for example, Mary Brown (User) compile Test Cases for Acceptance Testing). Identify groups responsible for managing, designing, preparing, executing, and resolving the test activities as well as related issues. Also identify groups responsible for providing the test environment. These groups may include developers, testers, operations staff, testing services, etc.

**12. SCHEDULES**

**Major Deliverables**

Identify the deliverable documents. You can list the following documents:

* Test Plan
* Test Cases
* Test Incident Reports
* Test Summary Reports

**13. SIGNIFICANTLY IMPACTED DEPARTMENTS (SIDs)**

Department/Business Area                     Bus. Manager                Tester(s)

**14. DEPENDENCIES**

Identify significant constraints on testing, such as test-item availability, testing-resource availability, and deadlines.

**15. RISKS/ASSUMPTIONS**

Identify the high-risk assumptions of the test plan. Specify contingency plans for each (for example, delay in delivery of test items might require increased night shift scheduling to meet the delivery date).

**16. TOOLS**

List tools you are going to use. List also the Bug tracking tool here.

**17. APPROVALS**

Specify the names and titles of all persons who must approve this plan. Provide space for the signatures and dates.

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| **No** | **Name (In Capital Letters)** | **Signature** | **Date** |
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**Template 2**

**1. Introduction**

**1.1 Purpose of The Test Plan Document**

[Provide the purpose of the Test Plan Document. This document should be tailored to fit a particular project’s needs.]

The Test Plan document include and tracks the necessary information required to effectively define the approach to be used in the testing of the project’s product. The Test Plan document is created during the Planning Phase of the project. Its intended audience is the project manager, project team, and testing team. Some portions of this document may be shared on occasion be shared with the client/user and other stakeholders whose input/approval into the testing process is needed.

**2. COMPATIBILITY Testing**

**2.1 Test Risks / Issues**

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also, outline appropriate mitigation strategies and contingency plans.]

**2.2 Items to be Tested / Not Tested**

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

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| **Item to Test** | **Test Description** | **Test Date** | **Responsibility** |
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**2.3 Test Approach(s)**

[Describe the overall testing approach to be used to test the project’s product. Provide an outline of any planned tests.]

**2.4 Test Regulatory / Mandate Criteria**

*[Describe any regulations or mandates that the system must be tested against.]*

**2.5 Test Pass / Fail Criteria**

[Describe the criteria used to determine if a test item has passed or failed its test.]

**2.6 Test Entry / Exit Criteria**

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

**2.7 Test Deliverables**

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

**2.8 Test Suspension / Resumption Criteria**

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

**2.9 Test Environmental / Staffing / Training Needs**

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc).)]

**3 Conformance Testing**

**3.1 Test Risks / Issues**

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also, outline appropriate mitigation strategies and contingency plans.]

**3.2 Items to be Tested / Not Tested**

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also, include a description of those items agreed not to be tested.]

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| **Item to Test** | **Test Description** | **Test Date** | **Responsibility** |
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**3.3 Test Approach(s)**

[Describe the overall testing approach to be used to test the project’s product. Provide an outline of any planned tests.]

**3.4 Test Regulatory / Mandate Criteria**

*[Describe any regulations or mandates that the system must be tested against.]*

**3.5 Test Pass / Fail Criteria**

[Describe the criteria used to determine if a test item has passed or failed its test.]

**3.6 Test Entry / Exit Criteria**

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

**3.7 Test Deliverables**

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

**3.8 Test Suspension / Resumption Criteria**

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also, describe the resumption criteria that may be used to resume testing.]

**3.9 Test Environmental / Staffing / Training Needs**

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc).)]

**4 Functional Testing**

**4.1 Test Risks / Issues**

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also, outline appropriate mitigation strategies and contingency plans.]

**4.2 Items to be Tested / Not Tested**

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also, include a description of those items agreed not to be tested.]

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| **Item to Test** | **Test Description** | **Test Date** | **Responsibility** |
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**4.3 Test Approach(s)**

[Describe the overall testing approach to be used to test the project’s product. Provide an outline of any planned tests.]

**4.4 Test Regulatory / Mandate Criteria**

[Describe any regulations or mandates that the system must be tested against.]

**4.5 Test Pass / Fail Criteria**

[Describe the criteria used to determine if a test item has passed or failed its test.]

**4.6 Test Entry / Exit Criteria**

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

**4.7 Test Deliverables**

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

**4.8 Test Suspension / Resumption Criteria**

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

**4.9 Test Environmental / Staffing / Training Needs**

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc).)]

**5 Load Testing**

**5.1  Test Risks / Issues**

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also, outline appropriate mitigation strategies and contingency plans.]

**5.2  Items to be Tested / Not Tested**

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also, include a description of those items agreed not to be tested.]

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| **Item to Test** | **Test Description** | **Test Date** | **Responsibility** |
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**5.3 Test Approach(s)**

[Describe the overall testing approach to be used to test the project’s product. Provide an outline of any planned tests.]

**5.4 Test Regulatory / Mandate Criteria**

*[Describe any regulations or mandates that the system must be tested against.]*

**5.5 Test Pass / Fail Criteria**

[Describe the criteria used to determine if a test item has passed or failed its test.]

**5.6 Test Entry / Exit Criteria**

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

**5.7  Test Deliverables**

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

**5.8 Test Suspension / Resumption Criteria**

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

**5.9 Test Environmental / Staffing / Training Needs**

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc).)]

**6 Performance Testing**

**6.1 Test Risks / Issues**

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also, outline appropriate mitigation strategies and contingency plans.]

**6.2 Items to be Tested / Not Tested**

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

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| **Item to Test** | **Test Description** | **Test Date** | **Responsibility** |
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**6.3 Test Approach(s)**

[Describe the overall testing approach to be used to test the project’s product. Provide an outline of any planned tests.]

**6.4 Test Regulatory / Mandate Criteria**

[Describe any regulations or mandates that the system must be tested against.]

**6.5 Test Pass / Fail Criteria**

[Describe the criteria used to determine if a test item has passed or failed its test.]

**6.6 Test Entry / Exit Criteria**

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

**6.7 Test Deliverables**

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

**6.8 Test Suspension / Resumption Criteria**

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

**6.9 Test Environmental / Staffing / Training Needs**

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc).)]

**7 Regression Testing**

**7.1 Test Risks / Issues**

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also, outline appropriate mitigation strategies and contingency plans.]

**7.2 Items to be Tested / Not Tested**

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

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**7.3 Test Approach(s)**

[Describe the overall testing approach to be used to test the project’s product. Provide an outline of any planned tests.]

**7.4 Test Regulatory / Mandate Criteria**

*[Describe any regulations or mandates that the system must be tested against.]*

**7.5 Test Pass / Fail Criteria**

[Describe the criteria used to determine if a test item has passed or failed its test.]

**7.6 Test Entry / Exit Criteria**

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

**7.7  Test Deliverables**

[Describe the deliverables that will result from of the testing process (documents, reports, charts, etc.).]

**7.8 Test Suspension / Resumption Criteria**

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

**7.9 Test Environmental / Staffing / Training Needs**

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc).)]

**8 Stress Testing**

**8.1 Test Risks / Issues**

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also, outline appropriate mitigation strategies and contingency plans.]

**8.2 Items to be Tested / Not Tested**

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

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| **Item to Test** | **Test Description** | **Test Date** | **Responsibility** |
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**8.3 Test Approach(s)**

[Describe the overall testing approach to be used to test the project’s product. Provide an outline of any planned tests.]

**8.4 Test Regulatory / Mandate Criteria**

[Describe any regulations or mandates that the system must be tested against.]

**8.5 Test Pass / Fail Criteria**

[Describe the criteria used to determine if a test item has passed or failed its test.]

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**8.8 Test Suspension / Resumption Criteria**

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also, describe the resumption criteria that may be used to resume testing.]

**8.9 Test Environmental / Staffing / Training Needs**

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc).)]

**9 System Testing**

**9.1 Test Risks / Issues**

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also, outline appropriate mitigation strategies and contingency plans.]

**9.2 Items to be Tested / Not Tested**

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also, include a description of those items agreed not to be tested.]

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| **Item to Test** | **Test Description** | **Test Date** | **Responsibility** |
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**9.3 Test Approach(s)**

[Describe the overall testing approach to be used to test the project’s product. Provide an outline of any planned tests.]

**9.4 Test Regulatory / Mandate Criteria**

[Describe any regulations or mandates that the system must be tested against.]

**9.5 Test Pass / Fail Criteria**

[Describe the criteria used to determine if a test item has passed or failed its test.]

**9.6 Test Entry / Exit Criteria**

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**9.7 Test Deliverables**

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

**9.8 Test Suspension / Resumption Criteria**

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also, describe the resumption criteria that may be used to resume testing.]

**9.9 Test Environmental / Staffing / Training Needs**

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc).)]

**10 Unit Testing**

**10.1 Test Risks / Issues**

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also, outline appropriate mitigation strategies and contingency plans.]

**10.2 Items to be Tested / Not Tested**

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also, include a description of those items agreed not to be tested.]

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**10.3 Test Approach(s)**

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**10.4 Test Regulatory / Mandate Criteria**

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**10.5 Test Pass / Fail Criteria**

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**10.8 Test Suspension / Resumption Criteria**

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**10.9 Test Environmental / Staffing / Training Needs**

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc).)]

**11 User Acceptance Testing**

**11.1 Test Risks / Issues**

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also, outline appropriate mitigation strategies and contingency plans.]

**11.2 Items to be Tested / Not Tested**

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also, include a description of those items agreed not to be tested.]

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**11.3 Test Approach(s)**

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**11.9 Test Environmental / Staffing / Training Needs**

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc).)]

**Test Plan Approval**

The undersigned acknowledge they have reviewed the *<Project Name>* **Test Plan** document and agree with the approach it presents. Any changes to this Requirements Definition will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are required.  Examples of such individuals are Business Steward, Technical Steward, and Project Manager. Add additional signature lines as necessary.]

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| **Signature:** |  | **Date:** |  |
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| **Role:** |  |  |  |

[Insert the name, version number, description, and physical location of any documents referenced in this document.  Add rows to the table as necessary.]

The following table summarizes the documents referenced in this document.

|  |  |  |
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| **Document Name and Version** | **Description** | **Location** |
| *<Document Name and Version Number>* | *[Provide description of the document]* | *<URL or Network path where document is located>* |

*[Insert terms and definitions used in this document.  Add rows to the table as necessary. Follow the link below to for definitions of project management terms and acronyms used in this and other documents.]*

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |