**1)Test Plan preparation:-**

Test plan preparation includes the following steps.

1. **Test plan ID**

* We need to setup the test plan id , it should include the name of the test plan and version o f the test plan.
* Example :- creating the name for the test plan to check the login plan

TP\_LOGIN\_V1.0 .

1. **Introduction**

* We need to give the brief idea about the project i.e. test plan .

1. **Test table items**

* We need to mention all the test table items.

1. **Features to be tested**

* We need ton mention all the features which we need to test i.e. the features which need to be tested during the current cycle.

1. **Features not to be tested**

* As we have mentioned the features which need to be mentioned during the current cycle , in the same we also need to mention the features which are not required during the cycle and need to test those in the next cycle.

1. **Approach**

* We also need to mention the approach i.e. strategy of the test plan.

1. **Item pass/Fail**

* We need to mention the testcases or the items which have been passed and failed i.e. which did not pass the required conditions.

1. **Suspension And Resumption criteria**

* Applications which are under the test .

1. **Test deliverables**

* Test deliverables are the documents which we need to give to the client or customer about the project.

1. **Testing Tasks**

* It is the documentation of planning, preparing of testcases , approvals ,planning of standup meetings etc

1. **Environmental Needs**

* It includes the specifications of the required hardware and software

1. **Responsibilities**

* Writing the testcases and documentation

1. **Staffing and training needs**

* It includes the requirement of the testers if we need for the next cycle or for the next quarter i.e. to inform for the staffing team about the requirement**.**

1. **Schedule**

* It includes the planning of the whole test plan i.e. which all the tasks need to be performed on the particular and the preparation of the documentation for the client.

1. **Risks and contingencies**

* We need to mention all the risks and the contingencies i.e. the alternates plan for the risks or problems.

1. **Approvals**

* Whole project i. e. the test plan need to be reviewed and approved or it should get approved from the higher authorities.

**3) Test Execution and Defect Report**

1. **Test execution:-**

Test execution is the process of executing the code and comparing the expected and actual results.

Following factors need to be considered for a test execution process −

* Based on a risk, select a subset of test suite to be executed for the cycle.
* Assigning of test cases in each test for execution.
* Execute tests, report bugs, and capture test status continuously.
* Resolving of blocking issues.
* Report status, adjust assignments, and reconsider plans and priorities daily.
* Report test cycle findings and status.

1. **Defect Report:-**

* A defect report is prepared by QA(tester) and later it will be passed to the developer who then reads the report and rectifies the bug or error defects on the software product by following the action steps mentioned in the report.
* The defect report contains the following columns:-

1. **Bug Name**:- “tittle of the Bug”
2. **Bug Id**:- “Unique ID”
3. **Module :**- “Area”
4. **Build Number**:- “Version Number”
5. **Severity** :- “High/Medium/Low”
6. **Priority:**- “High/Medium/Low”
7. **Assigned to:- “**Developer Name”
8. **Reported By:- “**Tester’s name”
9. **Reported On:-** “Date”
10. **Status:-** “New/open/active”
11. **Environment:-** “Test environment”
12. **Description**:-“Specific details on the project”
13. **Steps to reproduce:-** “Detailed Steps”
14. **Expected Result**:-“Result”

**4) IEEE 829 - Test case Format and Template given in PPT**

**i) IEE 829 Test case format:-**