<Company Name>

<Project Name>
Test Guidelines

Version <1.0>

Revision History

Date	Version	Description	Author
<dd/mmm/yy>	<x.x>	<details>	<name>

Table of Contents

Test Guidelines

1. Introduction

*[The introduction of the **Test Guidelines** provides an overview of the entire document. It includes the purpose, scope, definitions, acronyms, abbreviations, references, and overview of the **Test Guidelines**.]*

1.1 Purpose

*[Specify the purpose of the **Test Guidelines.**]*

1.2 Scope

*[A brief description of the scope of the **Test Guidelines**; what Project(s) it is associated with and anything else that is affected or influenced by this document.]*

1.3 Definitions, Acronyms, and Abbreviations

*[This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the **Test Guidelines**. This information may be provided by reference to the project's Glossary.]*

1.4 References

*[This subsection provides a complete list of all documents referenced elsewhere in the **Test Guidelines**. Identify each document by title, report number if applicable, date, and publishing organization. Specify the sources from which the references can be obtained. This information may be provided by reference to an appendix or to another document.]*

1.5 Overview

*[This subsection describes what the rest of the **Test Guidelines** contains and explains how the document is organized.]*

2. Goals of Testing

[A statement to identify why testing is performed and used by the organization.]

3. Testing Standards

[This section identifies and describes all guidelines and standards to be used in the planning, design, implementation, execution, and evaluation activities including:

- *Test Case standards: A statement identifying the types of test cases that should be developed for testing, such as valid, invalid, boundary, and so forth.*

- *Naming Convention: A description of how each kind of entity, such as test case and test procedure, will be named.*

- *Design Guidelines: A statement identifying test procedure and script modularity goals, for reuse and maintenance.*

- *Test Data standards: A statement of how data will be selected or created and restored to support testing.]*

4. Key Measures

[A definition of what kind of measures you will use to determine the progress of test activities (what type of defect counts are going to be used, how to measure successfully executed test cases).]

5. Test Completion Criteria

[A statement to identify recommended completion and evaluation criteria.]

6. Defect Management Guidelines

[A statement to identify how defects will be managed.]

7. Change Management Criteria

[A statement to identify how test artifacts will be managed and maintained.]