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**Test Plan**

# 

# Document Control

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| **Document Name** |  |
| **Reference Number** |  |
| **Version** |  |
| **Project Code** |  |
| **Status** |  |
| **Date Released** |  |

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| **Name** | **Position** | **Signature** |
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| Prepared By: |  |  |
| Reviewed By: |  |  |
| Approved By: |  |  |
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# Version History

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| **Version** | **Release Date** | **Section** | **Amendments** |
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# Distribution List

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| **Version** | **Release Date** | **Controlled Copy No** | **Recipient Name** | **Department** | **Issue Date** | **Return Date** |
|  |  |  |  |  |  |  |

# Table of Content

[Document Control i](#_Toc356740510)

[Version History ii](#_Toc356740511)

[Distribution List ii](#_Toc356740512)

[Table of Content iii](#_Toc356740513)

[1.0 Introduction 1](#_Toc356740514)

[1.1 Purpose 1](#_Toc356740515)

[1.2 Scope 1](#_Toc356740516)

[1.3 References 1](#_Toc356740517)

[2.0 Test Plans 2](#_Toc356740518)

[2.1 Test Items 2](#_Toc356740519)

[2.2 Test Traceability Matrix 2](#_Toc356740520)

[2.3 Features to be Tested 2](#_Toc356740521)

[2.4 Features Not to be Tested 2](#_Toc356740522)

[2.5 Test Approach or Test Strategy 2](#_Toc356740523)

[2.6 Item Pass/Fail Criteria 2](#_Toc356740524)

[2.7 Suspension Criteria and Resumption Requirements 2](#_Toc356740525)

[2.8 Test Deliverables 2](#_Toc356740526)

[2.9 Entry Criteria 2](#_Toc356740527)

[2.10 Exit Criteria 2](#_Toc356740528)

[3.0 Test Management 3](#_Toc356740529)

[3.1 Planned Tasked and Activities 3](#_Toc356740530)

[3.2 Environment & Infrastructure 3](#_Toc356740531)

[3.3 Responsibility and Authority 3](#_Toc356740532)

[3.4 Resources and Allocation 3](#_Toc356740533)

[3.5 Training 3](#_Toc356740534)

[3.6 Schedules, Estimates and Costs 3](#_Toc356740535)

[3.7 Risk and Contingency 3](#_Toc356740536)

[4.0 General 4](#_Toc356740537)

[4.1 Metrics 4](#_Toc356740538)

[4.2 Glossary 4](#_Toc356740539)

[4.3 Incident Classification 4](#_Toc356740540)

# 1.0 Introduction

|  |
| --- |
| 1.1 Purpose1.2 Scope |

## 1.3 References

# 2.0 Test Plans

## 2.1 Test Items

## 2.2 Test Traceability Matrix

## 2.3 Features to be tested

## 2.4 Features not to be tested

## 2.5 Test Approach or Test Strategy

## 

## 2.6 Item Pass/Fail Criteria

## 2.7 Suspension Criteria and Resumption Requirements

## 2.8 Test Deliverables

## 2.9 Entry Criteria

## 2.10 Exit Criteria

## 

# 3.0 Test Management

## 3.1 Planned Tasked and Activities

## 3.2 Environment & Infrastructure

## 3.3 Responsibility and Authority

Underline Specific roles and responsibility of project testing team member.

|  |  |
| --- | --- |
| **Roles** | **Responsibilities** |
|  |  |
|  |  |

## 3.4 Resources and Allocation

## 3.5 Training

## 3.6 Schedules, Estimates and Costs

## 

## 3.7 Risk and Contingency

# 4.0 General

## 4.1 Metrics

## 4.2 Glossary

## 4.3 Incident Classification

5.0 Test cases