Test Plan

* Introduction
* Testing Goals
* Key areas of focus
* Testing deliverables
* How the tests will run
* List of items/features to test
* Roles and Responsibilities
* Prerequisites
* Environment
* Assumptions
* What to do when test is successful
* What to do when test fails
* Glossary

Contents of test cases

* Test Case ID
* Test Case Description:
  + What to test
  + How to test
* Input data
* Expected Result
* Actual Result
* Pass? Or Fail?
* Additional information may also be captured:
  + Test suite name
  + Test category
  + Tested by
  + Test date
  + Test iteration