**Instruction**

This document is used to define the details of the master test plan. Once the test plan is outlined, the document must be reviewed and approved by the lead technical representative on the project as well as the lead business representative on the project. If anything related to the test plan changes during the execution and testing phase of the project, this document should be updated and re-approved by both parties.

**Test Scope**

This section is used to provide a high-level description of the business processes to be tested and a high-level description of the type of testing required for this project.  It also defines what is not in scope for the testing phase of the project.

*Example:*

*This test plan will test all the requirements for System A release 1.1 with the exception of requirement nnn, which will be tested by the xxxx team for xxxx reasons. This Master Test Plan covers integration, user acceptance, and regression testing.*

*It will not include unit testing, which will be performed by the external vendor, ZZZ. It will not include user certification testing, which will be performed by the Finance Team.*

**Test Features**

This is a description of the features that will be tested within the scope of the test plan.   
The list represents what will be tested as well as the individuals/groups involved with the testing activities.

*Example:*

|  |  |  |
| --- | --- | --- |
| ***BR #*** | ***Feature*** | ***Responsible party or groups*** |
| *1* | *Pre-Clean (incorporate Worksite’s version)* | *IT* |
| *2* | *List Bills (incorporate Worksite standards)* | *IT, A/P Director* |
| *3* | *Direct Bills (incorporate Worksite standards)* | *IT, A/P Director* |
| *4* | *Dynamics (to incorporate the FTP piece to the Austin server for Sarbanes Oxley)* | *IT, Controller* |

**Test Inputs/Outputs**

This is a description of the inputs that will be used to assist with the testing effort and a list of the outputs that will be delivered from the testing effort.

*Example:*

|  |  |
| --- | --- |
| ***Inputs*** | ***Outputs*** |
| *Business Requirement Specifications* | *Test Results* |
|  | *Defect Log* |
|  | *Issues Log* |
|  | *Change Request Log* |

**Test Strategy**

This is a description of the recommended testing approach for this project. This describes “how” the test items and features will be tested.

*Example:*

|  |  |  |
| --- | --- | --- |
| **Test Type** | **Description** | **Comment** |
| Integration Test | *This type tests all changed functionality end to end.* |  |
| User Acceptance Test | *Typically performed by Business User, this tests all changed functionality of a system from the end-user perspective.* |  |
| Regression Test | *This tests the entire system to insure that any untouched functionality did not get adversely impacted by the project-related work.* |  |
| User Certification Test | *This test is performed after the solution has been moved to production to insure it has been moved successfully.* | *This will be performed by the Business User.* |

**Test Environment (tools, system, databases)**

This is a list of the testing tools, systems, and databases.

*Example:*

|  |  |  |
| --- | --- | --- |
| ***Tools*** | ***Description*** | ***Version*** |
| *WinRunner* | *Automated script generation tool.* | *4.0* |
| *LoadRunner* | *Automated script generation tool.* | *2.3* |
| *Unix Shell Scripts* | *Scripting language.* | *In house* |
| *Manual input* | *Manual entry of data onto screen or gui.* | *n/a* |
| *ClearCase* | *Tool used to track defects.* | *In house tool* |
|  |  |  |
| ***System*** |  |  |
| *Test System* | *Cinappxxx* |  |
| *PC Lab* | *13th floor* |  |
|  |  |  |
| ***Database*** |  |  |
| *Test database 1* | *//testdatabase0001* |  |
| *Test database 2* | *//prodatabase002* |  |

**Test Roles and Responsibilities**

This is a list of the testing roles and responsibilities.

*Example:*

|  |  |  |
| --- | --- | --- |
| ***Resource*** | ***Role*** | ***Responsibility*** |
| *Tom Thomas, NUIT* | *Test Manager/Project Manager* | * *Provides technical direction.* * *Acquires testing resources.* * *Assigns tasks to testing resources.* * *Communicates test results to management.* |
| *Steve Stevenson, NUIT* | *Test Designer* | * *Documents test plan.* * *Identifies, documents and prioritizes test cases.* * *Evaluates effectiveness of test effort.* |
| *Joan Jones, Finance*  *Chris Christopher, NUIT* | *Tester* | * *Executes test cases, logs defects, and documents test results.* |
| *Rob Robinson, NUIT* | *Test System Administrator* | * *Ensures test environment and assets are installed, managed and maintained.* * *Includes administration of testing ids.* |

**Test Milestones**

This is a list of the critical test milestone dates. Be sure to include these dates in the overall project plan.

*Example:*

|  |  |
| --- | --- |
| ***Task*** | ***Milestone Date*** |
| *Setup Test Environment* | *07/31/05* |
| *Complete Unit Testing* | *08/31/05* |
| *Complete Integration Testing* | *09/30/05* |
| *Complete User Acceptance Testing* | *10/31/05* |
| *Complete Regression Testing* | *11/30/05* |
| *Complete User Certification Testing* | *12/31/05* |

**Document Approval**

The signatures below acknowledge that the test plan outlined above is complete and accurate. Upon receiving written approval, the project team will proceed to the next step of the project.

If anything changes during the execution of the project, the test plan will be updated and re-approved accordingly.

|  |  |  |
| --- | --- | --- |
| **Approved by:**  **Printed name** | **Approved by:**  **Title** | **Approved By:**  **Signature/Date** |
|  | Business Representative |  |
|  | IT Representative |  |

**Document Tracking**

|  |  |  |
| --- | --- | --- |
| **Date** | **Action Taken** | **By Whom** |
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