# Testing Plan

Notes:

This document will become the formal agreement between you and your team regarding the testing work you will do.

You will need to contact your team before writing this document to understand and agree to the work you will do. You can hold this meeting by email, chat program (Discord, Teams), or phone. After your meeting, complete this document and send a copy to all team members for review and finalisation.

This document does not need to be long. It just needs to accurately record what work you will do and when you will complete it.

You should agree to no more (or less) than 2 to 5 hours of testing work.

## Your Details:

**Name**:  
**Contact Information**:

## Team Details:

|  |  |  |
| --- | --- | --- |
| Role | Name | Contact Information |
| Point of Contact |  |  |
|  |  |  |
|  |  |  |
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## Scope:

Use this section to describe which parts of the game you will test (menus, UI, levels, etc.).

Record information about specific parts of the game or specific game mechanics that you will test.

It is OK if only one or two elements are listed here (you may not have time to test more).

## Priority:

Allocate a priority to each of the tasks above. List them in order of highest to lowest priority. This will let your team know what might be dropped if your testing runs overtime.

## Schedule:

Assign a due date to each task.

## Team Signoff:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Signature | Date |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

Get as many team members as possible to sign this plan. At a minimum, it must be signed by yourself and the team Point of Contact.

If your team provides feedback, incorporate that into the plan and resend for their approval.