200603 M5|L1 Lab Beta Plan Format

**Exercise 1:** Develop a Beta Plan for the Scenario.

**Part I: Beta plan overview**

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| --- | --- |
| Beta planning category | Beta planning consideration |
| Testing purpose | * Define the test purpose and intended results * Identify the type of beta test |
| Internal readiness | * Define testing roles and responsibilities |
| Tester recruitment | * Identify external buyers and users to be included in the test * Define tester incentives |
| Targets | * Describe how testers will be contacted |
| Testing objectives | * Define the testing objectives * Objectives should be SMART (Specific, Measurable, Attainable, Relevant, and Time-Bound) |
| Test management | * Define test management logistics * Include testing venues |
| Communications planning | * Describe how communications will be conducted |
| Costs | * Define testing costs * List funding source(s) |
| Scheduling | * Define the testing schedule |
| Legal | * Describe any legal considerations |
| Key performance indicators (KPI) | * Define testing measurables or KPIs |

**Part II: Beta plan template**

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| --- | --- |
| Beta planning category | Beta planning consideration |
| Testing purpose |  |
| Internal readiness |  |
| Tester recruitment |  |
| Targets |  |
| Testing objectives |  |
| Test management |  |
| Communications planning |  |
| Costs |  |
| Scheduling |  |
| Legal |  |
| Key performance indicators (KPI) |  |