**SAMPLE TEST PLAN OUTLINE**

1. Introduction
   1. Description of the test (what are you testing)
   2. Proposed schedule (what is the proposed schedule)
2. Resource requirements
   1. Hardware (what hardware is required)
   2. Software (what software is required)
   3. Staffing (what is the staffing level required to execute this test)
   4. Training (what training is required, if any, to execute this test)
3. Features to be tested / Test approach
   1. New features to be tested (identify what features are being tested)
   2. Regression testing of prior features (if appropriate)
4. Features not to be tested (identify features NOT to test)
5. Test Deliverables
   1. Test summary
   2. Bug reports
6. Dependencies
   1. Hardware (specific hardware dependencies)
   2. Software (specific software dependencies)
   3. Staffing (specific staffing requirements)
   4. Training (specific training requirements)
7. Entrance / Exit criteria
   1. Entrance criteria (what must be completed/done prior to starting)
   2. Exit criteria (what is the criteria to determine that the test is completed)