**Test Plan**

<System Name>

<CR ####>

Document Approval

The electronic signatures for this document are maintained in an electronic document management system, myCIMS. This should not be considered an approved document and used for reference unless the signature page from that system is attached.

Revision History

The revision history for this document is maintained in an electronic document management system, myCIMS.

# Purpose

*<Refer to PRCD-104040, Test Plan section for details>*

# Definitions

*<Refer to PRCD-104040, Test Plan section for details>*

*List in alphabetical order the terms, acronyms, and abbreviations used in the body of this document and which would not be understood by a reader unfamiliar with the system being documented*

| **Term** | **Definition** |
| --- | --- |
|  |  |
|  |  |

# Roles

*<Refer to PRCD-104040, Validation Plan section for details>*

The following roles have been identified for this project:

| **Role** |
| --- |
| *System Owner* |
| *Testing Lead* |
| *IT Quality* |
| *Business Analyst* |
| *Project Manager* |
| *Business Project Owner (BPO)* |
| *Functional Lead* |
| *Enterprise Architect* |
| *<Add /delete roles as needed.>* |

The specific roles identified in the validation effort are not necessarily the final approvers of this plan.

# Testing Overview

## Testing Scope

*<Refer to PRCD-104040, Test Plan section for details.>*

## Risks and Assumptions

*<Refer to PRCD-104040, Test Plan section for details. The risks and assumptions listed in this section are relevant to the execution of the testing applicable to this test plan. For each risk provide a mitigation. (e.g., Risk – Changes is requirement documents may result in additional effort to test design and execution. Mitigation – Assess the requirement specification for mitigation). >*

## Out of Scope

*<Mark as N/A if this section is not needed>*

# Test Strategy

## Test Outline

*<Refer to PRCD-104040, Test Plan section for details. Define the testing tool that will be utilized (electronic or manual). Define the required test types (e.g., IQ, OQ, UAT) and their order. More detail in the following sub-section>*

### Vendor Testing

*<Mark as N/A if this section is not needed. Determine how vendor tests will be leveraged. Per Biogen procedures Vendor testing cannot be leveraged for high-risk requirements>*

### Integration Testing

*< Mark as N/A if this section is not needed. Determine where regression testing will occur. (e.g., IQ, OQ) >*

### Regression Testing

*< Mark as N/A if this section is not needed. Define if regression testing suites need to be ulilized or updated. Determine where regression testing will occur. (e.g., OQ) >*

### Backup and Restore

*< Mark as N/A if this section is not needed>*

## Environments

*<Refer to PRCD-104040, Test Plan section for details. As applicable, define where Dry Run testing should be performed (non-production).>*

# Testing

*< In the Sub-sections below, per Test Type (e.g., IQ, OQ, UAT) define the objective, risks and assumption, dependencies, and acceptance criteria pertaining to each execution >*

## Test Type - <Installation Qualification>

*<This Section should be renamed to the Test Protocol that is described. (e.g., Installation Qualification Pre-Production, Operational Qualification) For each Test Type, defined in the Testing Section, add a new sub-section.>*

### Purpose and Scope

*<Define the purpose of the respective test type.(i.e, The IQ provides documented assurance that the system is installed per specifications.) Define the functionality tested as part of the this test type. (i.e., regression tests, new functions, hardware verification, software install verification ).>*

### Dependencies

*<Mark as N/A if this section is not needed >*

### Acceptance Critieria

*<Mark as N/A if this section is not needed >*

## Test Type - <Operational Qualification>

*<This Section should be renamed to the Test Protocol that is described. (e.g., Installation Qualification Pre-Production, Operational Qualification) For each Test Type, defined in the Testing Section, add a new sub-section.>*

### Purpose and Scope

*<Define the purpose of the respective test type.(i.e, The IQ provides documented assurance that the system is installed per specifications.) Define the functionality tested as part of the this test type. (i.e., regression tests, new functions, hardware verification, software install verification ).>*

### Dependencies

*<Mark as N/A if this section is not needed >*

### Acceptance Critieria

*<Mark as N/A if this section is not needed >*

## Test Type - <User Acceptance Testing>

*<This Section should be renamed to the Test Protocol that is described. (e.g., Installation Qualification Pre-Production, Operational Qualification) For each Test Type, defined in the Testing Section, add a new sub-section.>*

### Purpose and Scope

*<Define the purpose of the respective test type.(i.e, The IQ provides documented assurance that the system is installed per specifications.) Define the functionality tested as part of the this test type. (i.e., regression tests, new functions, hardware verification, software install verification ).>*

### Dependencies

*<Mark as N/A if this section is not needed >*

### Acceptance Critieria

*<Mark as N/A if this section is not needed >*

# Test Data

*<Refer to PRCD-104040, Test Plan section for details>*

# Defect Management

*< Reference PRCD-19193, IT Test Incident Reporting (TIR)>*

# References

*References should include your System Assessment (SA), Validation Plan, Risk Assessment if one is required, and other documents as needed to understand the document. In particular, any artifact that scopes or informs the test strategy should be listed here.*

| **Document Number / Version** | **Title** |
| --- | --- |
|  |  |
|  |  |

# Appendix A: IQ Test Scripts

Provide a listing of test scripts to be executed. This list is often done in an updated version of the Test Plan when the exact scope of testing is more precisely defined

## Installation Qualification (IQ)

**Domain :** POIT

**Project :** <System Name>

**IQ Path :** Test Plan > Subject > <IQ>

| **Test ID** | **IQ Test Scripts** |
| --- | --- |
| **101** | <IQ01-Test Name> |
| **102** | <IQ02-Test Name> |

# Appendix B: OQ Test Scripts

Provide a listing of test scripts to be executed. This list is often done in an updated version of the Test Plan when the exact scope of testing is more precisely defined

## Operational Qualification (OQ) -<Phase 1>

**Domain:** POIT

**Project :** <System Name>

**Path :** Test Plan > Subject > <OQ>

| **Test ID** | **IQ Test Scripts** |
| --- | --- |
| **201** | OQ01-Workflow 1 |
| **202** | OQ02-Workflow 2 |

## Operational Qualification (OQ) - <Phase 2>

Provide a listing of test scripts to be executed. This list is often done in an updated version of the Test Plan when the exact scope of testing is more precisely defined

**Domain:** POIT

**Project :** <System Name>

**Path :** Test Plan > Subject > <OQ>

| **Test ID** | **IQ Test Scripts** |
| --- | --- |
| **301** | OQ01-Workflow 3 |
| **302** | OQ02-Workflow 4 |

# Appendix C: UAT Test Scripts

Provide a listing of test scripts to be executed. This list is often done in an updated version of the Test Plan when the exact scope of testing is more precisely defined

## User Acceptance Testing (UAT)

**Domain:**IO\_IT

**Project:**<System Name>

**MW IQ Path:** Test Plan > Subject > < UAT>

| **Test ID** | **IQ Test Scripts** |
| --- | --- |
| **401** | UAT – Business Process 1 |
| **402** | UAT – Business Process 2 |