

TEST PLAN

Product Name:



Prepared By:

Date: Mon DD, Year



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Overview

Write overview about product or project

Scope

Write scope about product or project

Inclusions

Write inclusions of the product or project

Test Environments

Mention test environment that you used in the project during testing

Exclusions

Write exclusions of the product or project

Test Strategy

Write your strategy of the testing of product

# Defect Reporting Procedure

Mention the process of defect reporting during testing

Roles/Responsibilities

Following is the role & responsibilities are distributed for the project-

| Name | Role | Responsibilities |
| --- | --- | --- |
| Person A |  |  |
| Person B |  |  |
| Person C |  |  |
| Person D |  |  |

Test Schedule

Following is the test schedule planned for the project –

| Task | Time Duration |
| --- | --- |
| Task 1 | Start Date to End Date |
| Task 1 | Start Date to End Date |
| Task 1 | Start Date to End Date |
| Task 1 | Start Date to End Date |

Test Deliverables

Mention the document that you submit to the client

| Deliverables | Description | Target  Completion Date |
| --- | --- | --- |
| Document 1 |  | Date |
| Document 2 |  | Date |
| Document 3 |  | Date |
| Document 4 |  | Date |

Pricing

Mention test environment that you used in the project during testing

Entry and Exit Criteria

Mention what's the entry & exit criteria of the testing:

Entry Criteria:

Exit Criteria:

Suspension and Resumption Criteria

Mention assumptions & resumption criteria during testing

Tools

Mention tools that you used in the project during testing

Risks and Mitigations

Mention the risk and solution that raised during testing

Risk:

Mitigation:

Approvals

Mention all the testing document that approved by senior person