Test Plan for ADR to Risk Integrity Extract

|  |  |  |
| --- | --- | --- |
| Initiative Name |  | IFRS 17 – Actuarial Workstream |
| Version Number |  | 0.03 |
| Authors |  | Karan Sahni |

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| --- |
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## 1.0 Revision History

| **Revision #** | **Revised Date** | **Revised By** | **Revisions Made (Description)** |
| --- | --- | --- | --- |
| 0.01 | 11/09/2020 | Karan Sahni | Draft Version |
| 0.02 | 01/10/2020 | Karan Sahni | Updates made to Risk Based Testing approach as per review with Gaurav and Sandy |
| 0.03 | 22/15/2020 | Karan Sahni | Reviewed with Shirley , Justin and Jacob |

## 2.0 Related Documents

|  |  |
| --- | --- |
| **Project Directory** | [Sharepoint Link](https://sunlifefinancial.sharepoint.com/sites/AppSvcs/ES%20Projects/ES%20Projects1/Forms/AllItems.aspx?FolderCTID=0x01200019B5141DAF86E54AA37AA93A27BEE192&id=%2Fsites%2FAppSvcs%2FES%20Projects%2FES%20Projects1%2FICAS%2FFinance%2FIFRS17%2FProgram%20Management%2F01%20IT%20Workstreams%2FTechnology%20Services&viewid=788f1b1f%2Dd95b%2D46eb%2Da012%2D373e81d9a961) |

## 3.0 Summary

Objective of this document to outline a common Test Plan for ADR to RI Extracts generated as per the requirements of the CSM workstream for testing the Risk Integrity application.

Extracts as per the different AXIS Modules and the respective products are needed by the CSM team.

Testing will be performed basis the Design, Technical Data mapping and requirements document for the ADR to RI extracts. ETL design is based on one configuration file per module.

|  |  |
| --- | --- |
| **Product Type (Axis Module)** | **Models** |
| Annuity | GRS PA , Individual Wealth Payout Annuity |
| Regular Life | YPT , Perm1 , Term 1 , |
| Universal Life | PH VUL , Sun UL , Clarica UL, HK VUL , US UL |
| Disability | TBD |
| Par | TBD |
| PathWise/UK (Option 1) | TBD |
| NSR (Non System reserves) (Option 1) | TBD |

*Note – Sun UL and Clarica UL use both Regular Life Module and Universal Life Module*

## 4.0 Roles and Responsibilities

Refer to the Project Roles section of the Communication Plan for a complete list of all project contacts (see link in Project Directory).

OR if necessary complete this chart:

| **Role** | **Who** | **Additional Responsibilities during Testing Cycle** |
| --- | --- | --- |
| Test Lead | Karan Sahni | * Test Coordination with CSM Workstream |
| Test Analyst | V Kamesh |  |
| Test Coordinator | Gaurav Sinha |  |
| Designer | Naveen K Kumar |  |
| Developer | Vimal Kumar | * Ensure Transfer of the RI extract to expected RI landing location and Notify testing team |
| Project Manager | Jacob Chacko | * Provide Inputs for creating the testing schedule for ADR to RI Extracts |
| Actuarial Business SME | Shirley Zhan (Model Output to ADR), Justin Lasker (ADR to RI) | * Provides Clarification on the Configuration files * Validates RI to ADR data and share the results |
| BSA | ~~David A Cavanagh~~  Robert Gike (Bob) |  |
| CSM Project Manager | Lisa Sladen |  |
| CSM Test Lead | Amulya Aragonda | * Confirm Extract meets the requirements of the CSM Workstream and share any defects identified with Actuarial Workstream * Provides inputs to testing Schedule |
| CSM BSA | Lisa Chan |  |
| CSM Business SME | Ricky Chu |  |

## 5.0 Scope of Testing

### 5.1 In Scope

| **In Scope** | **Supporting Rationale** |
| --- | --- |
| Validate ADR to RI Extract for the different Modules and Products | Extract is created as per the mapping documents and the configuration file used. |
| Validate Loading of ADR to RI Extract in the RI application | Confirm whether the Extract meets the CSM requirements  To be covered by the CSM Workstream. |
| Validate RI to ADR Load | Details TBD |

### 5.2 Out of Scope

| **Out of Scope** | **Supporting Rationale** |
| --- | --- |
| Model Output Report Type Code = SCY | 1. Model Output Data for Report Type Code = SCY is not being loaded in the ADR 2. CSM/ RI calculations does not need SCY data |

## 6.0 Risk Management

|  |  |
| --- | --- |
| **Risk Description** | **Risk Log #** |
|  |  |

TCoE program level risk and decision log can be found here: [link](https://sunlifefinancial.sharepoint.com/:x:/r/sites/AppSvcs/ES%20Projects/ES%20Projects1/ICAS/Finance/IFRS17/Program%20Management/15%20Testing/00%20TCoE%20Prgm%20Mgmt/SunRise%20TCoE%20Project%20Risk%20Issue%20Decision%20Log.xlsx?d=w7e0486e567aa40969abd875593137899&csf=1&web=1&e=OjMUfX)

Project Risk Log - [Link](https://sunlifefinancial.sharepoint.com/:x:/r/sites/AppSvcs/ES%20Projects/_layouts/15/Doc.aspx?sourcedoc=%7B2BE4FDB5-45EE-49EA-A4ED-DC925FAFDA43%7D&file=IFRS%20Actuarial%20Project%20Risk%20Issue%20Decision%20Log.xlsx&action=default&mobileredirect=true)

## 7.0 Milestones and Testing Deliverables

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Model Name** | **Axis Module** | **Data** | **Testing Start Date** | **Testing End date** | **Delivered to RI** | **RI Iteration** |
| GRSPA | Annuity | Q3 2018 | 26 August | 18 September | 17 July | 2 |
| YPT | Regular Life | Q1 2020 | 21 September | 09 October | 14 August | 2 |
| IW Payout | Annuity | Q2 2019 | 21 September | 09 October | 16 September | 2 |
| Sun UL | Universal Life | Q4 2019 |  |  | 16 September | 2 |
| Clarica UL | Universal Life | Q4 2019 |  |  | 16 September | 2 |

Go forward approach should be to test the RI extract first as per the ADR to RI TDM & Configuration file by Actuarial workstream; post completion of which RI workstream to proceed with their validations.

A New version of the all the above extracts was generated on 24 September to include the below mentioned

1. Layout Changes for all the products, which includes addition of new columns.
2. Transaction currency code exception for the variable **LC\_DENOM** .
3. Updated Config change where **Expected Premiums was changed to Expected premium**  in the Regular life Config and Universal Life Config.

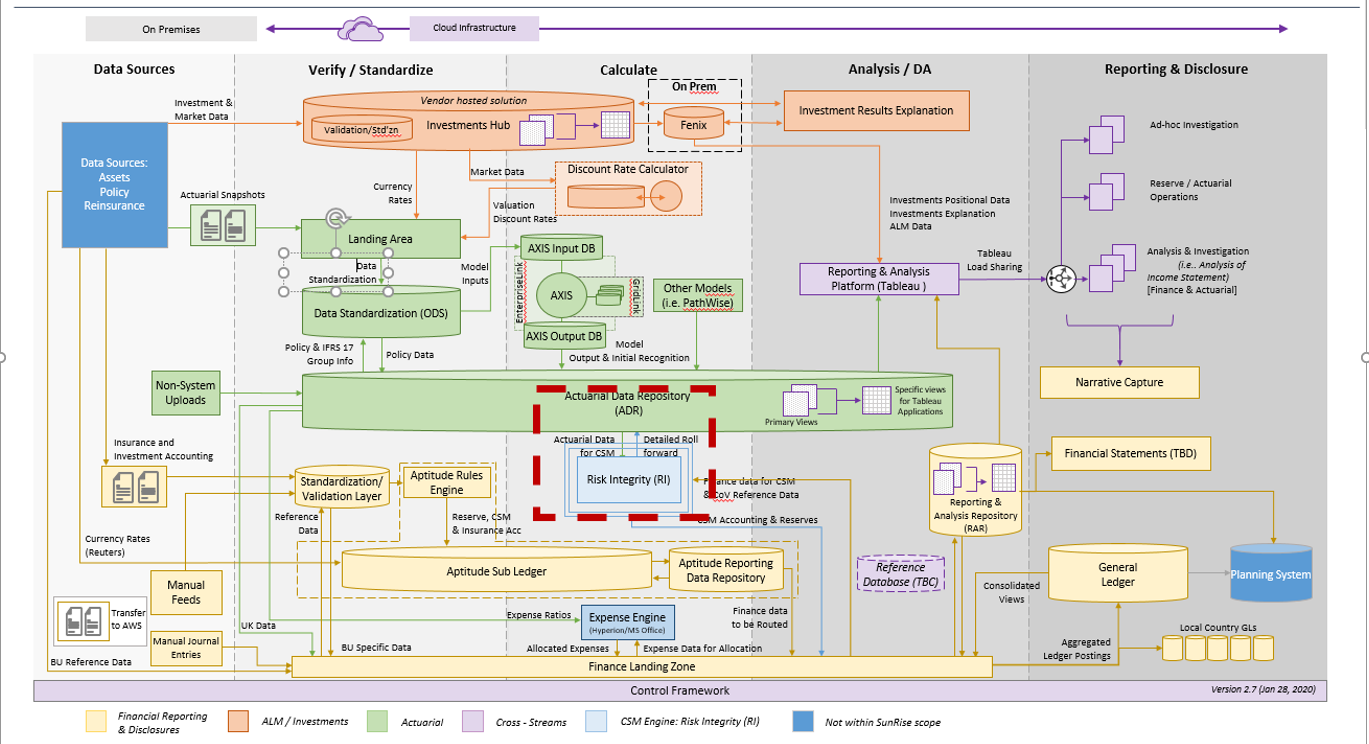
## 8.0 Detailed Test Plan

### 8.1 Overall Test Approach

Test approach has been created after reviewing the below mentioned documents.

* Requirements Document [Link](https://sunlifefinancial.sharepoint.com/sites/AppSvcs/ES%20Projects/ES%20Projects1/ICAS/Finance/IFRS17/Program%20Management/01%20IT%20Workstreams/ADR/Requirements/ADR%20to%20RI%20Extract%20Requirements%20Document.docx?web=1) (Actuarial Workstream)
* Requirements Document [Link](https://sunlifefinancial.sharepoint.com/sites/AppSvcs/ES%20Projects/ES%20Projects1/ICAS/Finance/IFRS17/Program%20Management/00%20Business%20Workstreams/Contractual%20Service%20Margin/ICAS%20-%20SDLC/4.0%20Define/Archived%20Documents/CSM%20Detailed%20Technical%20Business%20Requirements%20-%20Master.doc?web=1) (CSM Workstream)
* Design Document [Link](https://sunlifefinancial.sharepoint.com/sites/AppSvcs/ES%20Projects/ES%20Projects1/Forms/AllItems.aspx?viewid=788f1b1f%2Dd95b%2D46eb%2Da012%2D373e81d9a961&id=%2Fsites%2FAppSvcs%2FES%20Projects%2FES%20Projects1%2FICAS%2FFinance%2FIFRS17%2FProgram%20Management%2F01%20IT%20Workstreams%2FTechnology%20Services%2F03%2E%20Development%2FETL%2FDLD%2FCSM)
* Data Mapping Document [Link](https://sunlifefinancial.sharepoint.com/sites/AppSvcs/ES%20Projects/ES%20Projects1/Forms/AllItems.aspx?viewid=788f1b1f%2Dd95b%2D46eb%2Da012%2D373e81d9a961&id=%2Fsites%2FAppSvcs%2FES%20Projects%2FES%20Projects1%2FICAS%2FFinance%2FIFRS17%2FProgram%20Management%2F01%20IT%20Workstreams%2FTechnology%20Services%2F03%2E%20Development%2FData%20Model%20Design%2Fz%2E%20CSM%20%2D%20Risk%20Integrity)
* Configuration Files [Link](https://sunlifefinancial.sharepoint.com/sites/AppSvcs/ES%20Projects/ES%20Projects1/Forms/AllItems.aspx?viewid=788f1b1f%2Dd95b%2D46eb%2Da012%2D373e81d9a961&id=%2Fsites%2FAppSvcs%2FES%20Projects%2FES%20Projects1%2FICAS%2FFinance%2FIFRS17%2FProgram%20Management%2F01%20IT%20Workstreams%2FPrototyping%20ETL%20and%20ODS%2FSource%20to%20Target%20Documents%2FModel%20Output%2FADR%20to%20RI%20Config%20File)
* RI Workstream Test Plan [Link](https://sunlifefinancial.sharepoint.com/:w:/r/sites/AppSvcs/ES%20Projects/ES%20Projects1/ICAS/Finance/IFRS17/Program%20Management/00%20Business%20Workstreams/Contractual%20Service%20Margin/ICAS%20-%20SDLC/6%20-%20Validate%20Increment%20(New)/RI%20Version%20Upgrade/Sunrise%20IFRS17%20CSM%20Test%20Plan.docm?d=wb44c0ebdf84a4518bf090407ee509cf6&csf=1&web=1&e=TAJog4)

**Architecture Overview**



**Entry Criteria:** Test Execution for Model Output to ADR data should be completed and NO high Priority defects open.

**Exit Criteria:** CSM Workstream is successfully able to load the data in the RI application AND RI🡺ADR data is validated by Business SMEs.

Link to ADR to RI Extract Location

[\\sunlifecorp.com\DFSCA\_NAS\cas\_dev\_ri\_landing\_zone\ADR\_to\_RI](file://sunlifecorp.com/DFSCA_NAS/cas_dev_ri_landing_zone/ADR_to_RI)

Test Execution will be broken down in two phases (basis the design approach)

1. Validate the Materialized Views created as per the respective Axis Module. Data in these Materialized Views will be tested as per the business block code for which the extract has been generated.
   * Materialized View will be tested as per the data in seratim\_f and ifrs17\_group\_f tables in ADR SIT
   * Entire Dataset in materialized view will be validated as per the data in ifrs17\_group\_f and seriatim\_f and the grouping based on the fields below

CALENDAR\_KEY, MODULE, BUSINESS\_BLOCK\_CODE, BUSINESS\_UNIT\_KEY, IFRS17\_GROUP\_ID,REPORT\_TYPE\_CODE, PERIOD\_TYPE\_CODE, ROW\_NAME,

DATASET\_VALIDATION\_START\_DATE, MODEL\_VALUATION\_DATE, MODEL\_RUN\_KEY,ORIGINAL\_CURRENCY\_KEY

1. Post Successful completion of the testing of Materialized view; test execution will be performed for the ADR to RI extract as per the formulas for each of the target RI variable name in the configuration file for the respective module.
   * Test cases will be structured to test each Variable name in the configuration file for the different group ids.

* SQL queries for the Materialized View and RI extract test cases will be reusable for the same module or config file. Please refer test cases document. [Link](https://sunlifefinancial.sharepoint.com/:x:/r/sites/AppSvcs/ES%20Projects/ES%20Projects1/ICAS/Finance/IFRS17/Program%20Management/15%20Testing/02%20Actuarial/02%20Test%20Cases/ADR%20to%20RI/Test_Cases_ADR_To_RI_GRSPAY.xlsx?d=w7fd00369fb0e4014b1100eae12f153a5&csf=1&web=1&e=YCfZrg)
* For the different modules changes will need to be made as per the configuration file for the respective module.

**RI to ADR**

TBD

### 8.2 Risk Based Test Approach

Basis the design approach for generating RI Extracts - Testing Team’s recommendation is to test limited number of RI extracts for each Axis Module since the configuration file is expected to be the same for different Models that use the same Axis Module.

**Risk Description** – If all ADR to RI extracts are not tested then incorrect data may be included in the respective RI extracts thus resulting in correct CSM calculations.

**Risk Probability of occurrence** - Medium

**Mitigation** –

* Test 3 RI extracts corresponding to every config file. Testing effort to be prioritized as per inputs from Project Manager and Business SMEs.
* RI workstream to validate successful load of every extract generated in the RI application. (Amulya Aragonda)
* RI workstream to validate expected Row names/variables are included in the RI extract. (Amulya Aragonda)
* Business Testing - Actuarial Business SME to validate the data sent back from RI to ADR (Justin Lasker) - This test needs to be run for every extract and data being sent to ADR from RI.

If there are any changes to the respective configuration file or the extract itself in terms of layout or mapping then a subsequent pass of testing needs to be executed.

Highest Priority - Items highlighted in Red will be tested first and will be tested the most

Medium Priority - Items highlighted in Yellow will be tested less, if testing budgets or timelines are constrained.

Lowest Priority - Items highlighted in Green will be tested the least.

|  |  |
| --- | --- |
| **Product Type (Axis Module)** | **Models** |
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| Regular Life | YPT , Perm1 , Term 1 |
| Universal Life | PH VUL , Sun UL , Clarica UL, HK VUL |
| Disability | TBD |
| Par | TBD |
| PathWise/UK (Option 1) | TBD |
| NSR (Non System reserves) (Option 1) | TBD |

*Note – Sun UL and Clarica UL use both Regular Life Module and Universal Life Module*

### 8.3 User Acceptance Test Approach

* Testing Activities completed by the CSM workstream using the Extracts provided will confirm that the extracts meets the requirements of the CSM workstream

[Link](https://sunlifefinancial.sharepoint.com/:w:/r/sites/AppSvcs/ES%20Projects/ES%20Projects1/ICAS/Finance/IFRS17/Program%20Management/00%20Business%20Workstreams/Contractual%20Service%20Margin/ICAS%20-%20SDLC/6%20-%20Validate%20Increment%20(New)/RI%20Version%20Upgrade/Sunrise%20IFRS17%20CSM%20Test%20Plan.docm?d=wb44c0ebdf84a4518bf090407ee509cf6&csf=1&web=1&e=TAJog4) to RI Test Plan (Created by Amulya Aragonda)

* A confirmation of the successful load in the RI application needs to be provided to Actuarial Workstream for the respective ADR to RI Extracts.
* Actuarial Business SMEs to validate the data sent back by RI (RI🡺 ADR) and provide a confirmation if the data is as expected.
* Actuarial Business SME (Justin Lasker) to share the RI to ADR test results with IT Testers (Karan Sahni and V Kamesh)

### 8.4 Test Scenarios

[Link](https://sunlifefinancial.sharepoint.com/:x:/r/sites/AppSvcs/ES%20Projects/ES%20Projects1/ICAS/Finance/IFRS17/Program%20Management/15%20Testing/02%20Actuarial/02%20Test%20Cases/ADR%20to%20RI/Test_Cases_ADR_To_RI_GRSPAY.xlsx?d=w7fd00369fb0e4014b1100eae12f153a5&csf=1&web=1&e=YCfZrg)

## 9.0 Defect Management

All defects will be logged in ALM:

**Domain:** Application\_Services

**Project:** 2018\_ICAS\_SunRise\_Actuarial

Access to ALM will be provided by the Test Lead.

All defects will be logged as they are detected. Anyone can log a defect and TCoE will triage and coordinate with teams to avoid improper logging and duplication of defects. Defects may need to be reviewed with IT and business to determine what defects should be fixed first. At any point business may defer a defect(s) to a subsequent project or indefinitely.

## 10. Test Environment and Data Needs

*Please note – There is a need on some projects to identify, during the DEFINE phase, the high level data that is required for development, integration, TCoE and business testing. Project teams will determine if this is a requirement and TCoE will document the needs in the test plan template as they are defined. Test plan sign off still occurs in BLD 6 BUT verbal agreement of these needs should be attained from the BSA lead, design lead and business partner by the end of the DEFINE phase. Verbal agreement does not need to be formally documented.*

### 10.1 Test Environment, Software and Access

|  |  |
| --- | --- |
| **Environment or Software** | **Access / Required Setup** |
|  |  |
|  |  |
|  |  |

REMINDER, if applicable, to reserve test environment(s) through the [SIT Project Tracker](http://aosindivsupport.sunlifecorp.com/dealerops/Home.aspx). Refer to the [SIT Project Tracker User Guide](http://sp.sunlifecorp.com/sites/PAL/Process%20Asset%20Library/Forms/AllItems.aspx?RootFolder=%2Fsites%2FPAL%2FProcess%20Asset%20Library%2FAll%20Practices%20Reference%20Documentation%2FPM%20Reference%20Material&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence) for instructions.

### 10.2 Test Environment vs Production Environment Mismatches

*The purpose of this section is to compare test environments to production environments and identify any differences. We then categorize the difference as Low, Medium or High risk.*

*Use the link below to access the centralized repository and:*

* *enter new environment gaps associated with your application/environment OR*
* *filter on existing environment gaps for the team to review*

*Create a link to a view of the environment gaps by filtering on your application/project and copying the URL into the test plan.*

[Environment Gaps Centralized Repository](http://sp.sunlifecorp.com/sites/TCoEePMO/project/Lists/Environment%20Gaps/AllItems.aspx?InitialTabId=Ribbon%2EListItem&VisibilityContext=WSSTabPersistence)

Mismatches MUST be added to the Project Risk Issue Decision Log (see link in Project Directory).

### 10.3 Test Data

PII data will be masked by the source systems before sharing with the testing team.

### 10.4 Data / Environment Collision Strategy

* Seriatim\_f and IFRS17\_group\_f tables tables in ADR may need to be recreated in SIT as per the changes in the every iterations.
* Testers will take the back up of these respective tables before DBAs drop and recreate these tables to avoid any impact to test execution.

### 10.5 Proof of Tests

* Test Results will be stored on Sharepoint as well as in ALM.

## 11. Review and Sign-off

**This test plan has been reviewed and signed off by:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Delegate, if required** |
| Justin Lasker  Shirley Zhan  Mark Jarvis  Jacob Chacko | Business Sponsor **OR**  Delivery Manager  (For technical & upgrade projects only) |  |
|  |  |  |

**The sign-off provided means:**

1. *the reviewer agrees that the testing activities mitigate**business risks within the application to their satisfaction*
2. *the reviewer is satisfied that the test plan is not missing business situations that need to work correctly*
3. *the reviewer is satisfied that the test plan is documented in an accurate and complete fashion*
4. *the reviewer agrees that this project can move forward with test case development and execution*

**When testing is completed, the test report will be signed off by:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Delegate, if required** |
| Justin Lasker  Shirley Zhan  Mark Jarvis | Business Sponsor **OR**  Delivery Manager  (For technical & upgrade projects only) |  |
| Jacob Chacko | IT Program/ Project Manager |  |

## 12. Glossary

[Glossary of Testing Terms](http://sp.sunlifecorp.com/sites/PAL/Process%20Asset%20Library/TCoE%20Practice%20Reference%20Material/Glossary%20of%20Testing%20Terms.docx)

**Template Revision History**

*For SDLC Process Group use only. This section should not be modified.*

| **Version Number** | **Release Date (Mmm DD, YYYY)** | **Revision Description** | **Authorized by** |
| --- | --- | --- | --- |
| 5.0 | Dec 18, 2017 | CI000000026574 – Added section 10.2.3 – User Acceptance Test Approach as well as updated guidance on what should be included in the test plan for user acceptance testing.  CI000000093411 - Added section 10.2.2 – Risk Based Test Approach as well as updated guidance on what should be included in the test plan for risk based testing.  CI000000085258 – Added reference to SIT Project Tracker and SIT Project Tracker User Guide under section 12.1 - Test Environment and Access.  CI000000106379 – Updated section 12.2 - Test Environment and Production Environment Mismatches section with link to centralized Sharepoint repository and instructions on how to include a view to documented mismatches.  CI000000062591 – Cleaned up a few incorrect UAT references.  CI000000108031 – Updated section 4 - Roles and Responsibilities to clarificaty that Operations is no longer a 'reviewer' of the test report but rather is just to be 'informed' once sign off is received. | CMMI Process Improvement Leads |
| 4.0 | Oct 23, 2017 | CI000000094583 – ‘Glossary of Testing Terms’ document now resides on the PAL under ‘Practice Reference Material’ therefore link has been updated in the Glossary section. | CMMI Process Improvement Leads |
| 3.9 | June 19, 2017 | CI00000005966 – Articulated that sign off is required from the 1) Business Sponsor OR Delivery Manager for test plan and 2) Business Sponsor OR Delivery Manager, AND IT Program/Project Manager for test report  CI000000066027 – Added guidance in green (so we recognize it is new) to help slim down content and leverage other project documents to avoid duplication of information in multiple locations. | CMMI Process Improvement Leads |
| 3.8 | Apr 24, 2017 | PCR# 2298 – Added buttons ‘View Template History’ and ‘Hide Template History’, added guidance for saving the template in .docm format only, added revision history prior to version 3.7 | CMMI Process Improvement Leads |
| 3.7 | Dec 19, 2016 | PCR 655, 1221, 2221 – Updated ‘Defect Management’ to:   * include correct and current information, including Risk Priority * Indicated 'TCoE will coordinate with teams to avoid improper logging and duplication of defects'   PCR 994, 1939, 1973, 2122, 2487 – Updated ‘Roles and Responsibilities’ to:   * prefill roles and responsibilities to reduce time to complete * remove BSA being accountable for defect defects. * more clearly articulate Regression & Automation roles and responsibilities/deliverables * correct role of Delivery Manager * consider only keeping roles that are not well understood/defined on the project   PCR 1941, 2134, 2430 - Updated ‘Testing Methods’ to:   * include link to Automation Test Approach. * Include User Acceptance test approach and data/environment needs * change 'Implementation Testing' and 'Post Implementation Testing' to 'Implementation Validation' and 'Post Implementation Validation' as typically these are done in a PROD environment, by business partners.   PCR 2037 - Update ‘Milestones and Testing Deliverables’ section to clarify team can complete the chart or link out to another document i.e. project plan  PCR 2066 - Under 'Testing Communication Plan' removed reference Small Project Workbook since no Communication Plan in Small Project Workbook.  PCR 2319 - Updated templates with a handful of industry standard terminology.  PCR 2320 – Updated ‘Testing Approach’ with different things to consider when writing our test approach for ALL types of testing, not just user acceptance testing.  PCR 2386 – Added note to ‘Test Environment and Data Needs’ that some projects may need to identify high level data needs during DEFINE phase of the project. Data needs will be documented in the test plan at this early stage and verbal agreement is required on these requirements.  PCR 2527 – Updated ‘Scope of Testing’ to separate ‘In Scope’ and ‘Out of Scope’ into separate sections for easier navigation.  PCR 2534 – Updated 'Glossary' to include top 7 definitions and a link out to a full list of terms/definitions. | CMMI Process Improvement Leads |
| 3.6 | Aug 22, 2016 | PCR 2441: Fixed minor formatting issues in the Revision History section. | CMMI Process Improvement Leads |
| 3.5 | April 18, 2016 | PCR 739 – Added reference to ‘Rejected’ status in ‘Defect Management’ section.  PCR 1992/2270 – Added ‘Regression Testing’ definition to ‘Glossary’.  PCR 2038 – Decreased size to ‘Template Revision History’ section by including 1 row for previous version history.  PCR 2064 – Corrected duplicate numbering in ‘Test Environment’ section.  PCR 2079 – Corrected reference ‘5 – Warranty’ to ‘8 – Implement’ in ‘Defect Management’ section.  PCR 2161 – Alphabetized the ‘Glossary’ and included it in ‘Table of Contents’.  PCR 2163 – Removed ‘IT Security’ from ‘Roles and Responsibilities’ related to Vulnerability Testing.  PCR 2224 – Removed ‘INFOSEC’ sign off of test plan related to Vulnerability Testing.  PCR 2329 – Changed all relevant references from UAT to SIT. Also included a definition of ‘SIT’ in the ‘Glossary’. | CMMI Process Improvement Leads |
| 3.4 | April 13, 2015 | PCR # 2033  2.2 Roles and Responsibilities – added ‘Operations’ | CMMI Process Improvement Leads |
| 3.3 | Sept 1, 2014 | PCR # 1093 & 1217 – 2.8.1.1 Testing Methods – updated definitions based on earlier changes to Testing Method chart.  PCR # 1451 – 2.2 Roles and Responsibilities – changed Testers section to more clearly spell out TET team, SIT testers and UAT testers.  PCR # 1138 – 2.3 Testing Communication Plan – removing table and TCoE will now document this information in section 6 of the project Communication Plan.  Throughout the document:   * Risk Based Testing roll out * Vulnerability Testing roll out   Now there is only 1 test plan template. We are continuing with the Test Plan with Instructions template and have added a button at the top of the template that will remove all instructions in 1 click. | Process Improvement Leads |
| 3.2 | Feb 17, 2014 | PCR # 79 – Modified Technical Lead and Testing Methods to account for AOS sign off required for Performance Test Approach, when TCoE is completing performance testing. | Process Improvement Leads |
| 3.1 | Nov 18, 2013 | PCR # 1134 – Modified Risk Management section to capture testing risks and added instructions to improve guidance around Risk Management. Also made some template modification to align with current standards (i.e. Title Page, Project Contacts, saved as docx) | Process Improvement Leads |
| 3.0 | Apr 22, 2013 | PCR# 1214 - 2.10 Test Environments – Added additional information in section 2.10.1.4 Risk Ratings for Environment mismatch to fulfill audit finding | Process Improvement Leads |
| 2.1 | Nov 12, 2012 | PCR# 596 - updated the 1.1 Revision History table – Changed column heading "Revisions Made (Link to Change Request)" to "Revisions Made (Description)"  PCR# 750 – In 2.12. Review and Sign-off - updated verbiage from "Delivery Manager" to "Delivery Manager (for technical & upgrade projects)"  PCR# 880 – 2.7. Milestones and Testing Deliverables – updated line from “Prepare production verification test plan” to "Prepare for production validation"  PCR#976 – 2.2 Roles and Responsbilities – “UAT” changed to “UT” | CMMI Project Improvement Leads |
| 2.0 | Jul 19, 2012 | PCR 714, 716 Added Test Scenario section to Detailed Test Plan  Added “Execute User Test” within the test schedule chart. | CMMI Project Improvement Leads |
| 1.1 | May 10, 2012 | PCR # 513 - document updated to remove references to iEDM, add reference to PAL and removed document hyperlinks`  PCR # 311 – Sign off Date changed to Review date in review table  PRC # 339 – Sign off requirements corrected | CMMI Project Improvement Leads |
| 1.0 | Feb 1, 2012 | Sun Life CMMI Project Implementation | CMMI Project Steering Committee |
| **Version Number** | **Release Date (Mmm DD, YYYY)** | **Revision Description** | **Authorized by** |
| 7.0 | Completed in Apr 15, 2019  Accomodated in Jul 8, 2019 | CI 124268 – Keeping ‘Risk Management’ section but removing risk table. Reference remains to include any testing risks in project risk log. | Process Improvement Leads |
| 6.0 | Aug 20, 2018 | CI 160865 – Reviewed to ensure content is concise and adds value to the project team. Made significant updates to the following sections:   * Roles and Responsibilities * Risk Management * Detailed Test Plan * Defect Management * Test Environment and Data Needs * Review and Sign off   Also removed Instructions to a separate instructions document. | Process Improvement Leads |
| 5.0 | Dec 18, 2017 | CI 26574 – Added section 10.2.3 – User Acceptance Test Approach as well as updated guidance on what should be included in the test plan for user acceptance testing.  CI 93411 - Added section 10.2.2 – Risk Based Test Approach as well as updated guidance on what should be included in the test plan for risk based testing.  CI 85258 – Added reference to SIT Project Tracker and SIT Project Tracker User Guide under section 12.1 - Test Environment and Access.  CI 106379 – Updated section 12.2 - Test Environment and Production Environment Mismatches section with link to centralized Sharepoint repository and instructions on how to include a view to documented mismatches.  CI 62591 – Cleaned up a few incorrect UAT references.  CI 108031 – Updated section 4 - Roles and Responsibilities to clarificaty that Operations is no longer a 'reviewer' of the test report but rather is just to be 'informed' once sign off is received. | Process Improvement Leads |