Test Plan

< Enter the test project title. The test project title should be the same as being written in the Test Plan>

<Enter the version of this test plan document>

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Document Control

Document Name	*Specify the document name here*
Reference Number	*Specify the reference number or ID. It shall be unique for easier identification*
Version	*Specify the version of this document*
Project Code	*Specify the project code. It must be aligned for all documents*
Status	*Specify in use and history status*
Date Released	*Date of this document approved to be used*

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Version History

Version	Release Date	Section	Amendments
Starting with version 1 for first release (i.e. 1.0.0)	*Date of release for this version*		
Version of next document release (i.e. 1.0.1 for minor change, 2.0.0 for major change)		*Specify the affected section*	*Specify what has been changed for this version up*
Example: 1.0	*Example: 17th April 2013*	*Example: All*	*Example: Initial creation*

Distribution List

Version	Release Date	Controlled Copy No	Recipient Name	Department	Issue Date	Return Date

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1.0 Introduction

1.1 Purpose
The Introduction section provides an overview of the project and the product test strategy, a list of testing deliverables, the plan for development and evolution of the Test Plan and reference material

1.2 Scope
Specify the plans for producing both scheduled and unscheduled updates to the Software Test Plan (change management).
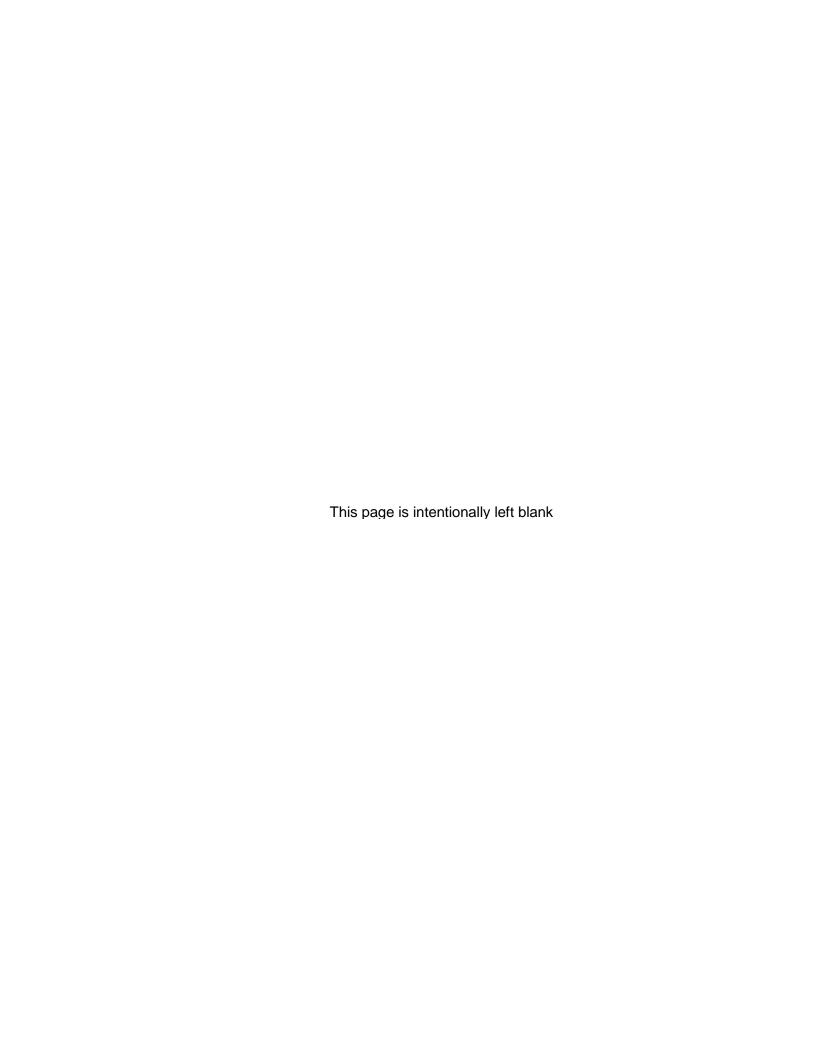
1.3 References
Provide a complete list of all documents and other sources referenced in the Software Test Plan.
- *Project authorization,*
- *Project plan,*
- *Quality assurance plan,*
- *Configuration management plan,*
- *Organization policies and procedures, and Relevant standards*

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2.0 Test Plans

2.1 Test Items

Specify the test items included in the plan. Supply references to the following item documentation:

- *Requirements specification,*
- *Design specification,*
- *Users guide,*
- *Operations guide,*
- *Installation guide,*
- *Features (availability, response time),*
- *Defect removal procedures, and*
- *Verification and validation plans.)*

2.2 Test Traceability Matrix

Provide a list of requirements (software and / or system; may be a table or database) that are being exercised by this level of test and show the corresponding test cases or procedures.

2.3 Features to be Tested

This is a listing of what is to be tested from the user's viewpoint of what the system does. What the user view the function. Set the level of risk for each feature. Use the simple rating scale High, Medium, Low. Need to be remember, the user only understand functions and processes as that is relevant to their work.

2.4 Features Not to be Tested

This is a listing of what NOT to be tested from the user viewpoint of what the system does. Identify WHY the features is not to be tested:

i.   Not to be included in this release of the software
ii.   Low risk has been used before and is considered stable.

2.5 Test Approach or Test Strategy

Describe the overall approach for the level of testing. For each major features or group of features, specify the approach that will ensure that they are adequate tested. Overall rules and processes should be identified.

- *Are any special tools to be used and what are they?*
- *Will the tool require special training?*
- *How many different configurations will be tested?*
- *Hardware*
- *Software*

2.6 Item Pass/Fail Criteria

Specify the criteria to be used to determine whether each test item has passed or failed testing.

2.7 Suspension Criteria and Resumption Requirements

Know when to pause in a series of tests.
▪ *If the number or type of defect reaches a point where the follow on testing has no value, it makes no sense to continue the test, just wasting resources.*

Specify what constitutes stoppage for a test or series of tests and what is the acceptable level of defects that will allow the testing to proceed past the defects.

2.8 Test Deliverables

What is to be delivered as part of this plan?
- *Test plan document.*
- *Test cases.*
- *Test design specifications.*
- *Test Procedures*
- *Test Logs*
- *Test Incident Report*
- *Test Summary Report*
- *Tools and their outputs*

2.9 Entry Criteria (This section is not part IEEE 829, it is included as best practice)

The items needed before the testing can begin or the conditions that must be met before the testing can begin. This is the set of generic and specific conditions for permitting a process to go forward with a defined task, e.g. test phase. The purpose of entry criteria is to prevent a task from starting which would entail more (wasted) effort compared to the effort needed to remove the failed entry criteria.

2.10 Exit Criteria (This section is not part IEEE 829, it is included as best practice)

The items needed before the testing can be concluded and can be closed or the conditions that must be met before the testing can be ended. The set of generic and specific conditions, agreed upon with the stakeholders for permitting a process to be officially completed. The purpose of exit criteria is to prevent a task from being considered completed when there are still outstanding parts of the task which have not been finished. Exit criteria are used to report against and to plan when to stop testing.

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3.0 Test Management

3.1 Planned Tasked and Activities

Identify the set of tasks necessary to prepare for and perform testing. Identify any significant constraint such as test item availability, testing resources availability and deadlines. This content could be combined in a chart showing entry criteria, person responsible, task and exit criteria.

3.2 Environment & Infrastructure
Are there any special requirements for this test plan, such as?
- *Special hardware such as simulators, static generators etc.*
- *How will test data be provided? Are there special collection requirements or specific ranges of data that must be provided?*
- *How much testing will be done on each component of a multi-part feature?*
- *Special power requirements.*
- *Specific versions of other supporting software.*
- *Restricted use of the system during testing.*

3.3 Responsibility and Authority

Underline Specific roles and responsibility of project testing team member.

Roles	Responsibilities

3.4 Resources and Allocation
Describe any additional required resources that are not already documented by other parts of the plan. This is including internal or external resources.

3.5 Training
Specify training needs by skill level. Identify training option for providing necessary skills.
- *Training on the application/system.*
- *Training for any test tools to be used.*

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3.6 Schedules, Estimates and Costs

Should be based on realistic and validated estimates. If the estimates for the development of the application are inaccurate, the entire project plan will slip and the testing is part of the overall project plan.

3.7 Risk and Contingency

What are the overall risks to the project with an emphasis on the testing process?

- *Lack of personnel resources when testing is to begin.*
- *Lack of availability of required hardware, software, data or tools.*
- *Late delivery of the software, hardware or tools.*
- *Delays in training on the application and/or tools.*
- *Changes to the original requirements or designs*

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4.0 General

4.1 Metrics

Identify the specific measures that will be collected, analyzed, and reported.

4.2 Glossary

Provide a list of terms that may require definition for the users and their corresponding definitions.

4.3 Incident Classification

Provide a list of incident classification as agreed with the stakeholder. To describe severity level & impact level definition in the Test Plan. Usually severity level is defined by organization, client or standards.