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# Test Plan

Project Title : <project title>		<University / Company Logo> <University / Company Name>
Date : dd/mm/yyyy	Test Plan ID: Insert ID of document (also include insert version of document)	

## Document Control

<b>Document Name</b>	
<b>Reference Number</b>	
<b>Version</b>	
<b>Project Code</b>	
<b>Status</b>	
<b>Date Released</b>	

Name	Position	Signature
Prepared By:		
Reviewed By:		
Approved By:		
Approved By:		

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Date : dd/mm/yyyy	Test Plan ID: Insert ID of document (also include insert version of document)	

## Version History

Version	Release Date	Section	Amendments

## Distribution List

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

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Project Title : <project title>		<University / Company Logo> <University / Company Name>
Date : dd/mm/yyyy	Test Plan ID: Insert ID of document (also include insert version of document)	

## Table of Content

Document Control .....	i
Version History.....	ii
Distribution List .....	ii
Table of Content .....	iii
1.0 Introduction .....	1
1.1 Purpose .....	1
1.2 Scope .....	1
1.3 References .....	1
2.0 Test Plans .....	2
2.1 Test Items.....	2
2.2 Test Traceability Matrix.....	2
2.3 Features to be Tested.....	2
2.4 Features Not to be Tested .....	2
2.5 Test Approach or Test Strategy .....	2
2.6 Item Pass/Fail Criteria .....	2
2.7 Suspension Criteria and Resumption Requirements.....	2
2.8 Test Deliverables.....	2
2.9 Entry Criteria .....	2
2.10 Exit Criteria .....	2
3.0 Test Management .....	3
3.1 Planned Tasked and Activities .....	3
3.2 Environment & Infrastructure .....	3
3.3 Responsibility and Authority .....	3
3.4 Resources and Allocation .....	3
3.5 Training .....	3
3.6 Schedules, Estimates and Costs .....	3
3.7 Risk and Contingency .....	3
4.0 General .....	4
4.1 Metrics.....	4

Project Title : <project title>		<University / Company Logo> <University / Company Name>
Date : dd/mm/yyyy	Test Plan ID: Insert ID of document (also include insert version of document)	

4.2 Glossary .....	4
4.3 Incident Classification .....	4

Project Title : <project title>		<University / Company Logo> <University / Company Name>
Date : dd/mm/yyyy	Test Plan ID: Insert ID of document (also include insert version of document)	

## 1.0 Introduction

### 1.1 Purpose

### 1.2 Scope

### 1.3 References

Project Title : <project title>		<University / Company Logo> <University / Company Name>
Date : dd/mm/yyyy	Test Plan ID: Insert ID of document (also include insert version of document)	

## 2.0 Test Plans

### 2.1 Test Items

### 2.2 Test Traceability Matrix

### 2.3 Features to be tested

### 2.4 Features not to be tested

### 2.5 Test Approach or Test Strategy

### 2.6 Item Pass/Fail Criteria

### 2.7 Suspension Criteria and Resumption Requirements

### 2.8 Test Deliverables

### 2.9 Entry Criteria

### 2.10 Exit Criteria

Project Title : <project title>		<University / Company Logo> <University / Company Name>
Date : dd/mm/yyyy	Test Plan ID: Insert ID of document (also include insert version of document)	

## 3.0 Test Management

### 3.1 Planned Tasked and Activities

### 3.2 Environment & Infrastructure

### 3.3 Responsibility and Authority

Underline Specific roles and responsibility of project testing team member.

Roles	Responsibilities

### 3.4 Resources and Allocation

### 3.5 Training

### 3.6 Schedules, Estimates and Costs

### 3.7 Risk and Contingency



Project Title : <project title>		<University / Company Logo> <University / Company Name>
Date : dd/mm/yyyy	Test Plan ID: Insert ID of document (also include insert version of document)	

## 4.0 General

### 4.1 Metrics

### 4.2 Glossary

### 4.3 Incident Classification