

Universal Test Plan Template

1. Document Information

Project Name: _____

Version: _____

Prepared By: _____

Date: _____

Approved By: _____

2. Introduction

Purpose: Define why this test plan exists.

Scope: Define what is in-scope and out-of-scope.

3. References

Requirement Specification

Design Document

User Stories

Technical Documents

4. Test Objectives

Verify functionality

Ensure quality and reliability

Identify defects

Validate requirements

5. Test Items

Modules, features, and components under test.

6. Test Strategy

Test Levels: Unit, Integration, System, UAT

Test Types: Functional, Regression, Performance, Security

Approach: Manual and Automation Testing

7. Test Environment

Hardware: _____

OS: _____

Browsers/Devices: _____

Database: _____

Tools: _____

8. Test Tools

Test Management Tool: _____

Automation Tool: _____

Bug Tracking Tool: _____

Performance Tool: _____

9. Entry and Exit Criteria

Entry: Approved requirements, stable build, ready environment.

Exit: 95% test cases passed, no critical defects.

10. Test Deliverables

Test Plan

Test Cases

Test Scripts

Defect Reports

Test Summary Report

11. Test Schedule

Planning Phase

Design Phase

Execution Phase

Regression Phase

Closure Phase

12. Roles and Responsibilities

Test Manager

QA Engineer

Developer

Product Owner

13. Resource Planning

Human Resources

Hardware Resources

Software Licenses

14. Risk and Mitigation Plan

Project delays

Resource shortage

Technical issues

15. Defect Management Process

Log defect

Assign severity

Fix

Retest

Close

16. Metrics and Reporting

Execution percentage

Defect density

Pass/Fail rate

Coverage

17. Communication Plan

Daily stand-ups

Weekly reports

Review meetings

18. Assumptions and Constraints

Stable requirements

Available resources

Limited budget and timeline

19. Approval

Name: _____

Role: _____

Signature: _____

Date: _____