

# **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: \_\_\_\_\_