University of Missouri

[Insert Project Name]

Product Test Plan



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| Department |  |
| Project Manager Name |  |
| Project Manager Title |  |
| Project Manager Phone |  |
| Project Manager Email |  |
| Date Submitted |  |

# I. Introduction

1. Purpose of testing plan
2. Test objectives
3. Focus of project
4. Primary testing concerns
5. Participating organizations
   1. Organizational role
   2. Team members
      1. Role (high-level)
      2. Responsibility (high-level)
6. External dependences – indirectly involved individuals or organizations

# II. Product Overview

1. Information about product/system to be tested
   1. Purpose of system
   2. Specifications
   3. Operating sites
   4. Associated software
   5. Associated hardware
   6. Other associated technology
2. Features to be tested
3. Features not to be tested
4. Feature history and evolution
5. Key feature issues

# III. Testing

1. Location
   1. Environment
   2. Sites
2. Tools and resources
   1. Resources
      1. Software items
      2. Hardware/firmware items
      3. Personnel
      4. Training
      5. Other materials used for testing
   2. Acquisition of materials
   3. Development of materials
   4. Installing/Setting up materials
   5. Controlling and maintaining materials
3. Personnel
   1. Requirements
   2. Roles
      1. Type
      2. Skill level
      3. Responsibilities
      4. Dates and times needed
      5. Special needs to ensure continuity and consistency
   3. Individuals responsible for approvals and sign-offs
4. Scheduling
   1. Test sequence
   2. Test progression
   3. Phases
   4. Estimates
   5. Milestones
5. Test approach ([read about system test approaches here](http://umkc.summon.serialssolutions.com/search/results?q=Managing+the+Testing+Process&spellcheck=true))
   1. Test to be performed
      1. Type/class
      2. General test conditions
      3. Orientation plan
      4. Degree of automated testing
      5. Degree of manual testing
      6. Assumptions and constraints
      7. Regression testing
   2. Smoke test
      1. Requirements
      2. Plan
   3. Data
      1. Techniques for recording data
      2. Data storage
      3. Techniques for manipulating raw results for evaluation
   4. Acceptance criteria

# IV. Reference/Appendix

1. Referenced documents
2. Background information
3. Revision history
4. Glossary
5. Charts
6. Communication channels
7. Notes/Minutes from meetings