***Representative of a SAMPLE Test Plan typically deployed on a Global HRIS PeopleSoft Implementation Project***

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# 

# DOCUMENT ADMINISTRATION

## Version Control

| Date | Version | Name Author | Change Description |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Table 1.1 Version Control*

## Distribution list

The distribution list below indicates to whom this Global HRIS Project SAMPLE Test Plan is distributed and what the RACI-VS roles are with respect to the Test Plan.

|  |  |
| --- | --- |
| **RACI-VS (Responsibility)** | |
| *R* | Responsible - Implying the main responsibility in delivering effort and skill |
| *A* | Accountable - Implying management |
| *C* | Consulted - Implying assistance (both active and advisory) |
| *I* | Informed - Implying a requirement of the one responsible to report on the task and those that are kept up-to-date on progress |
| *V* | Verifies - Implying a quality check against the conditions of the quality standards in place |
| *S* | Sign-off - Implying the actions of review, validation and acceptance |

| Role / Function | Name | RACI-VS |
| --- | --- | --- |
| IT Project Manager |  | VS |
| Business Project Manager |  | IS |
| Business Process Owners |  | IS |
| Change Manager |  | I |
| IT Team Lead - Test / Defect Manager |  | ACVS |
| Global HRIS Project Test Coordinator |  | RS |
| Solution Architect Lead |  | IC |
| IT Lead Development |  | IC |
| Functional Consultant / Test Analysts |  | IC |
| Test Management Advisor |  | ASI |

*table 1.2 RACI-VS Matrix / Distribution list*

In case of signing off the above table you agree upon the specification as mentioned in the RACI-VS matrix this scenario details the RACI-VS based on the work distribution for an independent testing project as well as for the testing component as part of a development project.

## SAMPLE Test Plan review

| Role / Function | Name Reviewer | Date | Remarks | Focus in Review |
| --- | --- | --- | --- | --- |
| IT Project Manager |  |  | Yes / No | Scope, Approach and Planning. |
| Business Project Manager |  |  | Yes / No | Scope, Approach and Planning. |
| IT Team Lead - Test / Defect Manager |  |  | Yes / No | Scope, Approach and Planning. |
| Test Management Advisor |  |  | Yes / No | Test activities and quality assurance |
| Business Process Owner |  |  | Yes / No | Scope, Approach and Planning. |
| Global HRIS Project Test Coordinator |  |  | Yes / No | Scope, Approach and Planning. |

*Table 1.3 Document Review*

## SAMPLE Test Plan sign-off

When signing-off this test plan, the strategy for testing, the prerequisites, assumptions, risks and risk mitigation as documented in this plan are agreed upon by the signer.

| Role / Function | Name Approver | Signature | Date | Caveats |
| --- | --- | --- | --- | --- |
| IT Project Manager |  |  |  | Yes / No |
| Business Project Manager |  |  |  | Yes / No |
| IT Team Lead - Test / Defect Manager |  |  |  | Yes / No |
| Test Management Advisor |  |  |  | Yes / No |
| Business Process Owner |  |  |  | Yes / No |
| Global HRIS Project Test Coordinator |  |  |  | Yes / No |

*Table 1.4 SAMPLE Test Plan sign-off*

## Caveats

Any caveats signing-off the Test plan, should be documented here.

|  |  |
| --- | --- |
| **Name** | **Caveat** |
|  |  |

*Table 1.5 Caveats*

# EXECUTIVE SUMMARY

This SAMPLE Test Plan describes the Test Approach for the Global HRIS PeopleSoft Project. The scope of XXX COMPANY Global HRIS PeopleSoft Project focuses mainly on the creation of HR process standardization and consolidation of several HRIS instances.

The assignment for the XXX COMPANY Test Team is to prepare, specify, execute and coordinate the testing phase of the Global HRIS Project. During testing of XXX COMPANY Global HRIS PeopleSoft Project, it will be tested whether the IT solution delivered to test meets the requirements as delivered in the base lined project documentation as well as the IT solution delivered to test, supports the acceptance criteria and the Business scenarios as delivered by the Business Implementation Team.

The following test levels will be executed within the Testing phase of XXX COMPANY Global HRIS PeopleSoft Project:

* Conversion Test: Verification of the conversion of data from the ADP, JD Edwards, along with the various source systems, into PeopleSoft 9.2
* Integration Test: Verification if the delivered integrated solution meets the requirements as delivered in the base lined project documentation
* User Acceptance Test: Verification whether the IT solution covers the business scenarios and the acceptance criteria as defined for XXX COMPANY Release
* Performance Test: Verification whether the IT Solution meets the performance criteria that will be defined for XXX COMPANY
* Regression Test: Verification of the XXX COMPANY Release IT Solution including the support of the acceptance criteria and the main business processes

The Performance Test is such a specific Test level, that for the approach of the Performance Test a Detailed SAMPLE Test Plan will be written.

All acceptance tests for XXX COMPANY will be prepared, specified and executed at the onsite location of Cleveland, Ohio.

Most tests will be executed on test environments that are dedicatedly available to the XXX COMPANY Test Team. Delivery and deployment of software has to follow the deployment process that has been agreed upon within the XXX COMPANY program. Defects found during the test phases will be registered in a testing management solution TBD. The defects will be addressed to the Defect Manager who is responsible for assigning the defects within the XXX COMPANY project team and monitoring the status of the defects during the defect life cycle.

The XXX COMPANY Acceptance Test phase has to be executed within the planned time schedule which can be found in paragraph “Planning”. The main risks for the XXX COMPANY Test Phase have been identified and summarized in paragraphs and .

The test results will have to meet the acceptance criteria as delivered by the XXX COMPANY Business Implementation Team and the XXX COMPANY Service Delivery Manager. The Global HRIS Project Acceptance Test Phase can be concluded when the XXX COMPANY Business Process Owner and the XXX COMPANY Test Management Advisor accept the Test Evaluation Summary.

# INTRODUCTION

This SAMPLE Test Plan describes the Test Approach for the Global HRIS Project (XXX COMPANY). The majority of XXX COMPANY Global HRIS PeopleSoft Project exists of processing HR employee records, Workforce Administration, payroll interface, Kronos and Ellipse.

## Objective of the Test Plan

The objective of this SAMPLE Test Plan is to document the test approach, the test activities and the artifacts to be delivered in context with the project as referred to in the assignment formulation (paragraph ). This plan is a guideline for the XXX COMPANY Test Team and it also serves to inform the client about the test process. The plan provides insight into the various test phases and evaluation activities in such a way that there is an optimization of the total test process and there are no gaps or uncontrolled overlap in the test coverage.

## Assignment

### Assignment formulation

The assignment for the XXX COMPANY Test Team is to prepare, specify, execute and coordinate the Conversion Test, the Integration Acceptance Test, the User Acceptance Test, the Performance Test and the Regression Test phase of the Global HRIS Project.

The test results have to meet the acceptance criteria as delivered by the XXX COMPANY Business Implementation Team. The test phase has to be executed within the planned time schedule which can be found in paragraph ‎11.4 “Planning”. The test phase can be concluded when the XXX COMPANY Business Process Owner and the XXX COMPANY Test Management Advisor accept the Test Evaluation Summary.

### Client

The IT Project Manager of XXX COMPANY‘s Business Transformation program is providing the test assignment. Within the testing process the XXX COMPANY Business Process Owner and the XXX COMPANY Test Management Advisor are considered as client.

### Contractor

The request for the test assignment within the XXX COMPANY Program has been accepted by the Capgemini Engagement Manager <insert name>. The overall Test Team Lead for the XXX COMPANY Program is <insert name> and the test phases of the Global HRIS Project will be coordinated by <insert name>.

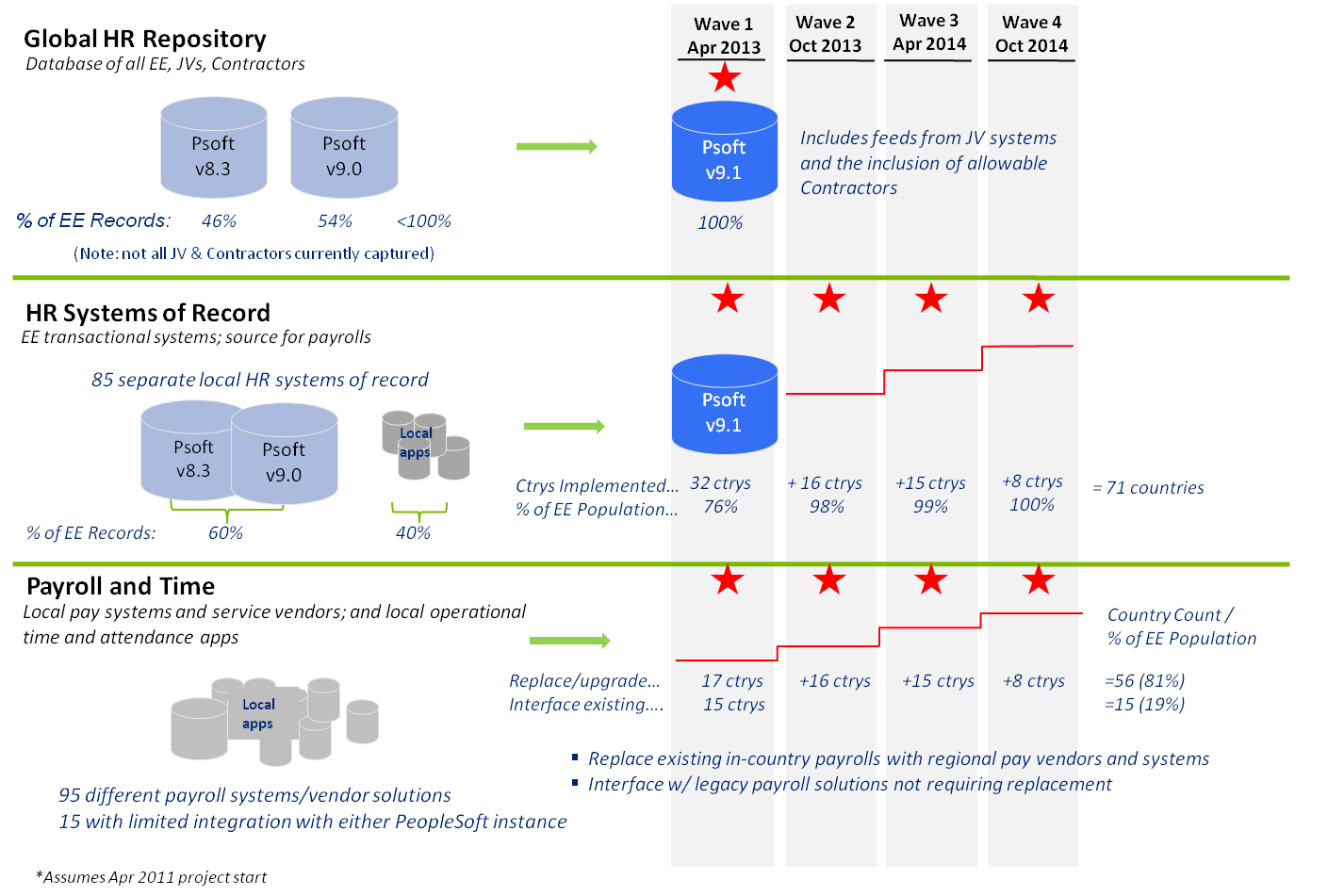
### Prerequisite

The following prerequisites are applicable to the acceptance of the test assignment by the XXX COMPANY Test Team:

* Published and approved Functional and Technical Design documents applicable made available to the XXX COMPANY project Test Team. A list with an overview of these documents will have to be delivered by the XXX COMPANY IT Project Manager.   
  The base lined project documentation should cover the complete and integrated IT solution to Global HRIS Project. Test basis for The Global HRIS Project is in place by week xx.
* The Global HRIS Project Business Processes and Scenarios should be available to the XXX COMPANY Test Team before starting the Integration Acceptance Test.
* The Global HRIS Project Implementation Plan should be available to the XXX COMPANY Test Team.
* All documentation should be available in English. (There will most likely be a need for testing to be conducted in French Canadian as well – TBD)
* Unit-, System and Assembly tests must have been completed under responsibility of the development teams for all the solution components before delivery in the Global HRIS Project Acceptance test environments.
* The Acceptance test environment will have to be configured according to the Technical Design and all installations and deployments in these environments will be coordinated by the XXX COMPANY Deployment Team.
* The Global HRIS Project Acceptance test environment will be delivered as a working environment i.e. the migration plan has been executed where applicable and the verification of the environment should be executed before delivering the environment to the XXX COMPANY Test Team.
* Project documentation has to be managed and controlled. The software has to be developed and tested against the same versions of the specifications. Changes to the documentation have to be processed through the formal XXX COMPANY change process.
* Delivery for installation in the Global HRIS Project test environments must follow the deployment criteria as defined in paragraph .
* The User Acceptance Test must be executed on a production-like test environment that is dedicatedly available to the XXX COMPANY Test Team.
* The Performance Test must be executed on a production-like test environment that is dedicatedly available to the XXX COMPANY Test Team.
* During the Acceptance Test phase of The Global HRIS Project, functional and technical support should be available to the XXX COMPANY Test Team.
* The Business Implementation Team will have to plan resources to support the XXX COMPANY Test Team during the complete Acceptance test phase.
* All test activities are done according to the contractual agreement between xxxxxi and xxxxxxx.
* Acceptance criteria will be delivered by XXX COMPANY Business Implementation Manager and XXX COMPANY Test Management Advisor.
* Defect management process is set up under the responsibility of the XXX COMPANY IT Project Manager.

## Scope

*Figure 1: Overview of the Global HRIS Project solution (all red areas are in scope of The Global HRIS Project)*



**In Scope**

The Global HRIS Project IT Project Manager has defined the following scope to the XXX COMPANY Test Team for the Acceptance Test phase of The Global HRIS Project:

* Verification of business process functionality within PeopleSoft v9.2, ADP Global View, Kronos and Ellipse
* Verification of interfaces to third party payoll providers
* Integration between remaining legacy systems and the data warehouse (Business Objects)
* Integration between PeopleSoft and the data warehouse (Business Objects)
* Testing whether the IT solution covers the business process flows, business scenarios and the acceptance criteria as defined for The Global HRIS Project by the Business Implementation Team
* Performance testing
* Regression testing
* Rollback and fallback scenarios

**Out of scope**

The following activities are out of the scope of the XXX COMPANY Test Team for The Global HRIS Project:

* Testing connectivity in shared service centers
* Testing service center technology
* Non functional requirements

## Acceptance criteria

For The Global HRIS Project the following acceptance criteria are defined on behalf of the XXX COMPANY Business Process Owner for XXX COMPANY (see also document *Client Acceptance Criteria v8.doc*).

|  |  |  |
| --- | --- | --- |
| **Number** | **Acceptance Criteria** | **Method of testing** |
| 1 | <to be determined> |  |

## Glossary

| Term | Explanation / Definition |
| --- | --- |
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|  |  |
|  |  |

*Table 3.1 Glossary*

## References

Source material that has been used for this Test Plan:

| Ref | Doc name | Location | Author | Date | Version |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
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| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |

User Acceptance Test

The User Acceptance Test will be executed by the end users with assistance from the XXX COMPANY Test Team and the XXX COMPANY Business Implementation Team. During the User Acceptance Test phase it will be tested whether the IT Solution delivered to test supports the acceptance criteria and the AH Business processes and scenarios as documented in the Global HRIS Project Business Process Descriptions.

Performance Test

In the Performance Test of The Global HRIS Project, it will be verified if the software solution meets the performance criteria that have been identified by the Business Implementation Team.

Regression Test

After the User Acceptance Test has been completed successfully, a Regression Test will be executed. The goal of the Regression Test is to perform a test on a Production-like environment. In the Regression Test, all relevant patches that have been installed in the Production environment after the start of the test execution for The Global HRIS Project will be installed in the acceptance test environment. After that a number of Test cases, selected by the Test team and Business Implementation Team, will be executed again to check whether the IT Solution delivered including the patches from the Production environment still supports the main acceptance criteria and the \Business processes and scenarios as documented in the Global HRIS Project Business Process Descriptions.

## Overview of Other Candidates for Potential Inclusion

Depending on the acceptance criteria identified by the XXX COMPANY Business Representative parties in the Acceptance Criteria Template, potential tests with regard to particular quality attributes can be added to the planned tests as described in paragraph ‎4.1. So far the following candidates for potential inclusions have been identified:

* Testing of rollback and fallback scenarios

Whenever requirements for these tests will be delivered by the project, the XXX COMPANY Test Team has to perform an intake and determine the possible consequences for the test planning.

## Overview of Test Exclusions

The XXX COMPANY Test Team will evaluate the potential Test Cases identified by the XXX COMPANY Business Representative parties in the Acceptance Criteria Template and determine whether the execution of these test cases fits within the scope of the XXX COMPANY Test Team.

Other Test Exclusions:

* Unit testing
* System testing
* Acceptance testing
* Regression testing
* Production Acceptance Test / Operational Acceptance Test

# DOCUMENTATION

This chapter describes the documentation that is used in the test process for the Global HRIS Project.

## Test basis Acceptance Test phase

The test basis for the Acceptance Test phase is defined by the publication of the project documentation. These documents serve as a test basis for the preparation, execution and evaluation of the Acceptance Test phase of The Global HRIS Project.

Whenever modifications are made to the versions of the documents mentioned in the list, or additional documents are added to the scope of this list, the XXX COMPANY change control procedure has to be followed. For the test phase of The Global HRIS Project the XXX COMPANY Test Team has to determine the possible consequences for the test strategy and test planning.

The versions of the software components that will be delivered by the development parties to the Integration Test environment at the start of the Integration Test phase will have to be based on the document versions mentioned in the documentation baseline. As soon as the version numbers of the software components are published, they have to be linked to the version numbers of the project documents. This link of document versions versus software versions is controlled and administered by the Deployment Team.

In the following table the Test basis for the Acceptance Test Phase for the Global HRIS Project:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Type** |  | **Document Name** |
|  |  |  | <example> |

In addition to the documents mentioned in the table above, the following documents are also part of the test basis for the preparation, specification, execution and evaluation of the Acceptance test phase of The Global HRIS Project:

* The Global HRIS Project Acceptance Criteria from Business Implementation Team
* Business Scenarios

## 

# TEST STRATEGY

Based on the characteristics of The Global HRIS Project a test strategy has been determined, which will be explained in this chapter.

The results from testing executed in Acceptance Test Phase are the basis for final acceptance by the XXX COMPANY.

## Test Approach

In this paragraph for every test phase the test approach will be described.

### Intake Phase

Prior to the Acceptance Test Phase an Intake phase has been planned. During this phase the following activities will be initiated (phase preparation):

* The XXX COMPANY Test Team will review the project documentation (listed in chapter ‎5)
* The XXX COMPANY Test Team will initiate the process that leads to identification of the Acceptance Criteria for the Global HRIS Project. The Business Implementation Team is in the lead for this process and will have to deliver a list of criteria that have to be met during the test phase before they will accept the Global HRIS Project delivery in the production environment. Furthermore acceptance criteria for test from XXX COMPANY SDM will be provided by the XXX COMPANY Deployment team.
* The Global HRIS Project Test Coordinator will propose a defect management process to the Global HRIS Project IT Project Team
* The Global HRIS Project Test Coordinator will claim the necessary resources for the XXX COMPANY Test Team
* The Global HRIS Project Test Coordinator will deliver the Test Plan

### Acceptance Test Phase

The Acceptance Test phase is divided into the following Test levels: Conversion Test, Functional Acceptance Test, Integration Acceptance Test, Performance Test, User Acceptance Test and Regression Test.

**Conversion Test**

Prior to the Conversion Test, a pre Functional Acceptance Test will take place to test the functionality of some software components that are required in the Conversion Test.

Specification

In this phase the test cases for the agreed scope (paragraph ‎5.1) of the Conversion test are created. These test cases exist of Production checks and detailed test cases. All test cases will be reviewed by the Business Implementation Team.

Execution:

After deployment of the software in the acceptance test environment the XXX COMPANY Test Team will start with a Product Intake Test.

The scope and order of the Conversion test is stated in the table below:

|  |  |  |
| --- | --- | --- |
| **What** | **From where** | **How** |
|  |  |  |

*Table 6.1*

The following approach is chosen for the execution of the Conversion Test:

1. Run conversion
   * Executing the actual conversion software to upload the data into PeopleSoft
2. Initial check by Migration Team
   * Verification of the number of records converted
3. Production checks
   * High level verification of the conversion, for example number of records, total count of numeric data
4. Detailed test cases
   * Detailed verification of the conversion i.e. verification of all data between source application and PeopleSoft, Taleo and / or SumTotal

Completion

After the completion of the Conversion test, an intermediate Test Evaluation Summary will be delivered by the XXX COMPANY Test team. An evaluation session will be held with relevant XXX COMPANY Stakeholders to discuss the test results.

**Functional Acceptance Test**

In the Functional Acceptance Test the components of the Global HRIS Project solution that can be tested separately from the other components will be verified and accepted.

The Functional Acceptance Test can start when all entry criteria as listed in paragraph ‎6.7 have been met.

For the configuration of the Conversion test environment, the deployment of the IT components and formal delivery to the XXX COMPANY Test Team the Implementation Plan needs to be executed by the parties responsible for the implementation in the production environment. This Implementation Plan will be adapted during the migration in case of defects or optimaliation. The Implementation Plan includes the allocation of user authorizations.

Specification

In the specification phase all the test cases are extracted from the functional documentation and reviewed by the Business Implementation Team.

**Integration Acceptance Test**

During the Integration Acceptance Test the focus of the tests performed is primarily testing the business processes in the integrated test environment. The XXX COMPANY Test Team will have to verify whether the functionality meets the requirements as documented in the project documentation. This implies the good situations as well as the fault situations that should activate the process of error handling. The Integration Acceptance Test can start when all entry criteria as listed in paragraph ‎6.7 have been met.

The goal of the Integration Acceptance Test is to execute all test cases identified during the specification phase, as quality of the entire integrated solution is the main target for this test. During the execution, the test scenarios with the highest priorities that have been assigned by the Business Implementation Team will be executed first.

The Integration Acceptance Test for The Global HRIS Project is divided in 2 test cycles.

The Integration Acceptance Test can be concluded when all exit criteria as listed in paragraph ‎6.7 have been met.

Completion

The results of the Integration Acceptance test will be documented in an intermediate version of the Test Evaluation Summary. An evaluation session will be held with relevant XXX COMPANY Stakeholders to discuss the test results.

**User Acceptance Test**

In the User Acceptance Test it has to be verified whether the delivered software will support the Global HRIS Project Business Processes and the derived Global HRIS Project Business scenarios in the production environment.

The User Acceptance Test covers the whole scope of the Global HRIS Project, as defined by the Business Implementation Team in the Business Process Description and the Acceptance Criteria.

The User Acceptance Test can start when all entry criteria as listed in paragraph ‎6.7 have been met.

Specification

Test Cases and Test Scenarios are designed by the XXX COMPANY Test Team to cover the essential business scenarios and acceptance criteria. The Business Implementation Team will be asked to verify the Test Cases prior to execution. And a selection of possibly executed test cases during the Integration Acceptance test will be made to execute together with the Business Implementation Team and end users.

Execution

After deployment of the software in the acceptance test environment the XXX COMPANY Test Team will start with a Product Intake Test. During the execution of the acceptance test the full cycle integration of the Global HRIS Project solution will be tested as specified in the Business Process flows. Moreover, tests will be executed to verify whether the solution meets the Acceptance Criteria as delivered by the Business Implementation Team and the Service Delivery Manager.

The test scenarios that represent these Business Process flows and Acceptance Criteria will be executed by the XXX COMPANY Test Team in cooperation with the Business Implementation Team and end users. Besides the test cases that were selected by the Business Implementation Team, there is also the possibility for the end-users to execute some unplanned tests.

The User Acceptance Test for The Global HRIS Project is divided in 2 test cycles.

The test cases from the Integration Acceptance Test and User Acceptance Test could overlap. Therefore the division of the test cases that will be executed in the Integration Acceptance Test and the User Acceptance Test will be done by the XXX COMPANY Test team together with the Business Implementation team.

Completion

At the end of the User Acceptance Test an intermediate version of the Test Evaluation Summary will be prepared. An evaluation session will be held with relevant XXX COMPANY Stakeholders to discuss the test results.

**Performance Test**

At the moment of writing this Test Plan, the technical intake for the Performance test execution is TBD.

The technical intake will get clear what the acceptance criteria are, as well as the technical needs of the test environment.   
The technical intake will deliver the test strategy and the test effort estimation for performance testing.

**Regression Test**

The goal of the Regression Test is to perform a test on a Production-like environment. In the Regression Test, all relevant patches that have been installed in the Production environment after the start of the test execution for The Global HRIS Project will be installed in the acceptance test environment. The Regression Test can start when all entry criteria as listed in paragraph have been met.

Specification

All the test cases that will be executed in the Regression Test are already specified in the Functional Acceptance Test, Integration Acceptance Test and User Acceptance Test. For the Regression Test, new test cases will be created together with the Business Implementation team.

Execution

After deployment of the software in the acceptance test environment the XXX COMPANY Test Team will start with a Intake Test. After the User Acceptance Test has been completed successfully, a Regression Test will be executed. In the Regression Test, all relevant patches that have been installed in the Production environment since the start of the test execution will be installed in the acceptance test environment. After that a number of Test cases, selected by the Test team and Business Implementation Team, will be executed to check whether the IT Solution delivered including the patches from the Production environment still supports the acceptance criteria and the Business processes and scenarios as documented in the Global HRIS Project Business Process Descriptions.

The Regression Test can be concluded when all exit criteria as listed in paragraph have been met.

Completion

The end of the Regression Test marks the end of the complete Global HRIS Project Acceptance Test Phase. The Test process will be concluded with the delivery of the final Test Evaluation Summary by the XXX COMPANY Test Team. By signing off this the Business Process Owner and the XXX COMPANY Service Delivery Manager formally conclude the test phase and accept the Global HRIS Project solution for delivery to production.

An evaluation session will be held with relevant XXX COMPANY Stakeholders to discuss the final test results.

## Quality requirements

Assumption is that these quality requirements are covered by either:

* + functional documentation
  + business scenarios
  + acceptance criteria

| Requirement | | Relevance\* | Objective | Short description |
| --- | --- | --- | --- | --- |
| **Functionality** | |  |  |  |
|  |  |  |  |  |
| **Reliability** | |  |  |  |
|  |  |  |  |  |
| **Usability** | |  |  |  |
|  |  |  |  |  |
| **Efficiency (performance)** | |  |  |  |
|  |  |  |  |  |
| **Maintainability** | |  |  |  |
|  |  |  |  |  |
| **Portability** | |  |  |  |
|  |  |  |  |  |

## Business requirements

The assumption is that the Business requirements for The Global HRIS Project are covered by:

* + Functional documentation
  + Business scenarios
  + Acceptance criteria

## Test techniques and procedures

The choice for a test technique depends on the test coverage, the penetration and the field of application. For the The Global HRIS Project test phase various test techniques are applicable.

| Test Technique | Information | Test basis | Test phase |
| --- | --- | --- | --- |
| Spot Check Test | Converted data will be verified manually on the basis of a representative spot check. | Conversion documentation | Conversion- and Regression Test |
| Black-box Test | Black-box tests are derived from an understanding of the purpose of the code; the desired functionality of the IT solution. The risk involved with this type of approach is that hidden functions. (functions not documented in the specifications) will not be tested. | SRS documents, Functional Design documents (Use Cases) and Change Specifications. | Integration Acceptance- and Regression Test |
| Dataflow Tests | Data Input - > System -> Data Output  This test involves the processing of data and the integration between functions and data. | SRS documents, Functional Design documents,Change Specifications and Process Descriptions | Integration Acceptance-, User Acceptance- and Regression Test |
| Error Guessing | Error Guessing involves making test cases of the errors expected to occur in a particular area of the system. Error Guessing can be very effective when a tester is familiar with the history of the system. | SRS documents, Functional Design documents (Use Cases) and Change Specifications. | Integration Acceptance- and Regression Test |
| Process cycle test | The process cycle test is a technique that is applied in particular to the testing of process flows. The test basis should contain structured information on the required system behavior in the form of paths and decision points. Preferably, flow charts should be added to the procedure descriptions. | Business Process descriptions and Acceptance Criteria | Integration –, Acceptance and Regression Test |

*Table 6.3: Test Techniques and Procedures*

## Test data

In this paragraph the requirements regarding the test data during the various test phases have been listed.

### Generic Data

Generic data refers to “general data” and “initial load”. General data concerns the content of e.g. translation tables or Test User Roles that have to be related to system authorizations. Initial load refers to data like Basic data e.g. the assortment hierarchy. These generic data are required in order to be able to successfully execute any of the planned tests during the Global HRIS Project test phase.

### Acceptance Test phase

The Acceptance Test phase will contain a simulation of the Implementation Plan that describes the steps to Go Live in the production environment, which are executed under the responsibility of the XXX COMPANY Business Implementation Team. The data needed in the Acceptance Test environment should therefore comply with the data mentioned in the Implementation Plan.

Conversion Test

The test data that is required for the Conversion Test should be delivered by the Business Implementation Team.

Functional Acceptance Test

No specific data is required for the Functional Acceptance Test. Self created data will do.

Integration Acceptance Test

The data that will be initially loaded by executing the Implementation plan, will be used to set up the Integration Test environment. No other specific data, like Party source documents, is required for the Integration Acceptance Test. Self created data will do.

Performance Test

Not clear yet, see paragraph . & 6.2

User Acceptance Test

The data mentioned in the Implementation Plan is required for the User Acceptance Test.

Regression Test

The data mentioned in the Implementation Plan is required for the Regression Test.

## Risks

For the quality, coverage and the reliability of the Global HRIS Project Test phase the following risks have been identified as a potential threat:

| Risk | Description & reference | Risk Control / Mitigation |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

*Table 6.4: Risks to the Global HRIS Project test phase*

## Entry- and exit-criteria

In this paragraph for each test level the entry – and exit criteria will be listed. The particular phase can start when all the entry criteria have been met and can be concluded when all exit criteria have been met.

When Criteria have not been fulfilled:

If one or more of the Entry- and/or Exit criteria are not fulfilled an impact analysis is made. Future actions will be discussed with the HR IT Transformation Project Manager and the Business Implementation Team representatives.

For the following test levels there are some extra specific entry- and exit criteria stated below:

**Conversion Test**

Entry Criteria:

* Conversion specifications approved
* Test scripts reviewed by Implementation Team
* Data cleansing in production completed
* Acceptance criteria defined
* Conversion Test environment delivered according to Implementation plan.
* Environment intake successfully completed
* No known blocking defects open from previous tests
* Defect management in place
* Kick off meeting scheduled

Exit Criteria:

* The test results are approved by the XXX COMPANY Business Lead
* All planned test activities have been executed
* All test results have been logged
* All defects have been logged
* All acceptance criteria defined for this test phase have been met

**Functional Acceptance Test**

Entry Criteria

* Assembly test has been completed
* All Software Development parties must have completed a Unit - and System Test prior to delivery in the Global HRIS PeopleSoft Project Test environment. At the handover to the XXX COMPANY Test Team a SAMPLE Test Planand a test report must be delivered
* All Test Cases and Scenarios have to be prepared, registered into Quality Center, and reviewed by the Business Implementation Team and ready for execution
* There are no blocking defects outstanding from Unit- and System testing.

Exit Criteria

* All Test scripts are executed
* All test results have been logged
* All defects have been logged
* All screens that are required in the Integration Acceptance Test are successful tested

**Integration Acceptance Test**

Entry Criteria:

* Availability of a dedicated Acceptance Test environment according to the needs as specified in chapter 9 of this Test Plan
* All Software Development parties must have completed a Unit - and System Test prior to delivery in the Global HRIS PeopleSoft Project Integration Test environment. At the handover to the XXX COMPANY Test Team a SAMPLE Test Planand a test report must be delivered
* Test User Roles must have been defined and configured in the Integration Test environment
* Deployment and delivery of all software components to the Acceptance Test environment has to be completed according to the deployment criteria mentioned in paragraph ‎9.1
* All Test Cases and Scenarios have to be prepared, registered into Quality Center, and reviewed by the Business Implementation Team and ready for execution
* There are no blocking defects outstanding from previous test phases
* First run that exists of the Hierarchies and second run which consists of the sterilized milk migration group of the Conversion test is completed successfully.
* Before the Implementation Test in the Acceptance Test environment the necessary data cleansing must have been executed and verified by the Business Implementation Team

Exit Criteria:

* All planned test activities have been executed
* All test results have been logged
* All defects have been logged
* There are no blocking defects outstanding or any other defects of which the Business Implementation Team requires that they have to be solved in this test phase

When Criteria have not been fulfilled:

If one or more of the Entry or/and Exit criteria are not fulfilled an impact analysis is made. Further actions will be discussed with the XXX COMPANY Global HRIS PeopleSoft Project Project manager and the XXX COMPANY Business Implementation Manager.

**Performance Test**

Not clear yet, see paragraph .

**User Acceptance Test**

Entry Criteria:

* Availability of a dedicated and production-like acceptance test environment according to the needs as specified in chapter ‎9 of this Test Plan
* Deployment and delivery of the software components to the acceptance test environment has to be completed according to the Implementation Plan
* All Test Cases and Scenarios have to be prepared, registered into Quality Center, and reviewed by the Business Implementation Team and ready for execution
* Before the Implementation Test in the Acceptance Test environment the necessary data cleansing must have been executed and verified by the Business Implementation Team

Exit Criteria:

* All planned test activities have been executed
* All test results have been logged
* All defects have been logged
* There are no blocking defects outstanding or any other defects of which the Business Implementation Team requires that they have to be solved in this test phase

**Regression Test**

Entry Criteria

* User Acceptance test is completed
* All required patches from Production are installed in the Acceptance Test environment
* Before the execution of the Pre Production Regression Test all changes and patches that have been accepted
* In cooperation with the Business Implementation Team the XXX COMPANY Test Team has to select a Regression Test set from the test repository

Exit Criteria

* All planned test activities have been executed
* All test results have been logged
* All defects have been logged
* All acceptance criteria defined for this test phase have been met

The test evaluation summary report has been completed and has been delivered to and signed off by the Business Process Owner (BPO) and Service Delivery Manager (SDM) for the project

## Suspension Criteria

Testing is suspended when a blocking issue (showstopper) is identified that prevents the XXX COMPANY Test Team from further testing and no other test activities can be executed. E.g.: technical issues.

Testing is suspended for all Test levels if during the Product Intake Test, described in paragraph ‎4.1.1, 5 or more findings are found that should have been found in Unit-, System- or Assembly Test.

## Resumption Criteria

Testing will continue when the blocking issue has been solved and a solution is delivered in the test environment.

## Completion Criteria

Testing is completed when all the Acceptance Criteria and Exit Criteria have been met and the Test Evaluation Summary has been signed off by the Business Process Owner (BPO) and the XXX COMPANY Service Delivery Manager (SDM) for The Global HRIS Project.

# TEST DELIVERABLES

This SAMPLE Test Plan is one of the artifacts that have to be delivered. In this section, other artifacts that will be created by the test process and that will to be delivered to the stakeholders of the Global HRIS Project will be listed.

## Test Defects

Test Defects found during the HR IT Transformation test phase will be registered in a test management tool TBD. The Global HRIS Project HR IT Project Manager is the owner of these defects. The complete defect management procedure and the reference to other related issue management systems within the XXX COMPANY program and the XXX COMPANY change procedure are described in the XXX COMPANY Defect Management Procedure

## Test Coverage & Quality Reports

The test coverage of the project specifications and the acceptance criteria can be retrieved directly from the test management tool TBD. Besides the Test Evaluation Summary a various test status reports will be delivered on a regular basis.

A Test Status Report typically contain the following statistic information:

* Number of planned test cases
* Number of executed test cases
* Number of successfully completed test cases
* Number of failed test cases
* Defects found
* Defects solved
* Defects open

Moreover, for every defect the following details are usually maintained:

* Defect id
* Detected by
* Detected on
* Summary
* Description
* Comments
* Test type
* Area
* Status
* Priority
* Severity
* Assigned
* Project
* Test severity
* Detected in version
* Solved in version
* Environment
* Resolution code

## Test Evaluation Summary

At the end of the Acceptance Test phase a Test Evaluation Summary will be delivered to the XXX COMPANY HR IT Transformation Project Manager and the Business Implementation Team Manager. The Test Evaluation Summary at least contains the following aspects:

Reference to and evaluation of the test approach summarized in the Test Plan

* Deviations from the Test Plan
* Reasons for the deviations
* Overview of defects
* Risks Identified

After review by the XXX COMPANY Release HR IT Project Manager and the Business Implementation Team Manager the Test Evaluation Summary needs to be formally reviewed and signed off by the XXX COMPANY Business Process Owner (BPO) and XXX COMPANY Service Delivery Manager (SDM) of the project.

## Regression Test set

The Regression test set will be created for this project in the Quality Center test tool. This test set will be available for future regression testing purposes.

## Knowledge pack

For knowledge retention all relevant Global HRIS Project documentation will be stored.

## Progress Report

A weekly progress report will be delivered to the IT Project Manager.

## XXX COMPANY Test Management Advisor Evaluation presentation

After completion of every test level a presentation will be given in the XXX COMPANY Test Management Advisor to evaluate the test level.

## Storage

For the XXX COMPANY Global HRIS Project, the following documentation from testing will be created and stored. Besides the documents indicated as deliverable, the other documents mentioned in the table below can be consulted by the XXX COMPANY Global HRIS Project project team members.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Artifact** | **Who** | **For whom** | **Standards or Tools?** | **Meant for reuse** |
| Global HRIS Project Test Plan | Global HRIS Project Test Coordinator | Global HRIS Project Project members | SAMPLE Test Plan template | Possibly |
| Installed Test Tools: TBD | XXX COMPANY Test Team | XXX COMPANY Test Team | N/A | Yes |
| Test Cases / Scenarios / Scripts | XXX COMPANY Test Team | XXX COMPANY Test Team | Quality Center | Yes |
| Initial Test Data | Business Implementation Team | XXX COMPANY Test Team | No | Yes |
| Defect Report | Defect Manager | IT Project Manager | XXX COMPANY Defect Management Procedure | No |
| Test Progress Reports | XXX COMPANY Test Analyst | XXX COMPANY Test Coordinator | Data Defect template | No |
| Test Progress Reports | XXX COMPANY Test Coordinator | Global HRIS Project Project Manager | Data Defect template | No |
| Test Evaluation Summary | Test Coordinator | Global HRIS Project Project Manager, Business Implementation Team Manager, BPO, SDM | Test Evaluation Summary template | No |

*Table 7.1: Overview of test artifacts*

TBD Test Tool is used to store Test Cases, Test Scenarios and Test Scripts.

This XXX COMPANY Test Team network drive and TBD Test Tool are accessible for the XXX COMPANY Test Team from both the onsite and offshore location as well as for the relevant Global HRIS Project Project members. The onsite XXX COMPANY Test Coordinator will be responsible for configuration management activities like version control.

# TESTING WORKFLOW

For the Acceptance Test phase of this project in general the test workflow as mentioned the figure below shall be followed.

*Figure 8: Test Workflow*

**XXX COMPANY Business Project Manager**

**XXX COMPANY IT Project Manager**

**Development Team**

**Information Analyst**

**Business Implementation Team**

Test Cases

Test Scripts

**Back Office Test Team**

**Front Office Test Team**

**XXX COMPANY Test Team**

Test Plan

**TBD – Test Tool**

Test Cases

Test Scripts

Defect Reports

Test Evaluation Summary

Acceptance Criteria

**Test Execution**

**RE-Test Execution**

Defect Fixes

***TIME***

***PROJECT PLANNING***

Defect Fixes

Specifications

# TEST ENVIRONMENT NEEDS

For the Global HRIS Project Test phase several test environments have been identified:

1. Development / System Test environment: environment used by the development team to develop and system test the software components to be delivered. For The Global HRIS Project the Development / System Test environment will be environment TBD
2. Assembly Test environment: Environment used by the development to test install and assembly test the software components to be delivered. The Assembly test environment is formally not in scope of the XXX COMPANY Test Team but the Functional Acceptance Test will take place in this environment. For The Global HRIS Project the Assembly Test Environment will be environment TBD.
3. Conversion Test environment: environment used for the Conversion Test. For The Global HRIS Project the Conversion Test Environment will be environment TBD
4. Acceptance Test environment: environment used for the Integration Acceptance Test, User Acceptance Test. Prior to the start of the Acceptance Test phase a dedicated, production-like and working acceptance test environment will have to be configured according to the Global HRIS Project implementation plan. After that this environment will be exclusively be available to the XXX COMPANY Test Team and will formally be used as an Acceptance Test environment for this release. For The Global HRIS Project the Acceptance Test Environment will be environment TBD.
5. Regression Test environment: the Regression Test of The Global HRIS Project will be executed in the regular AH Acceptance environment ARAS. Release 3 the Acceptance Test Environment will be environment TBD.
6. Performance Test: to be decided.

In summary:



## Test Environment Configurations & Deployment Criteria

### Deployment Process

The following deployment process has been agreed upon within the test phase of The Global HRIS Project:

1. Formal software deliveries by the various software development parties have to be delivered to the Deployment Management Team. They will verify whether the delivery meets the required delivery criteria and maintain a delivery administration.
2. The Deployment manager will inform the XXX COMPANY Test team when the delivery is ready for deployment in the Test Environment. The Test Coordinator will notify when the XXX COMPANY Test Team is ready for a new release of software. After confirmation the XXX COMPANY Deployment Manager will deploy the delivered software in the test environment.
3. Delivery of software must comply with the following criteria:
4. Release notes, at least containing the Software version, version numbers of related documentation (RFC, SRS, UC, FD, etc.), list of defects solved in this version and prerequisites concerning other installations required for the delivery (e.g. DA changes)
5. Installation documentation, at least containing technical installation instructions and rollback instructions

### Criteria for Acceptance Test environment

Prior to the start of the Global HRIS Project Acceptance Test phase for the Acceptance Test environment the following test environment configurations and deployment criteria need to be provided and supported by the Global HRIS Project project team:

1. Acceptance Test environment needs to be configured according to the ITID
2. A clone of the relevant Global HRIS Project production environment databases needs to be deployed on the Acceptance Test environment
3. Acceptance Test environment needs to be configured according to the steps that have been defined in the Implementation Plan. And it has been verified that the environment will be delivered to the XXX COMPANY Test team as a working environment.

## Productivity and Support Test Tools

The following tools will be employed to support the test process for the Global HRIS Project Acceptance Test Phase

| **Tool Category or Type** | **Tool Brand Name** | **Vendor or In-house** | **Version** |
| --- | --- | --- | --- |
| Test Management tool | TBD | TBD | TBD |
|  |  |  |  |

*Table 9.1: Test Tools*

# RESPONSIBILITIES AND STAFFING

This section presents the required resources by the XXX COMPANY Test Team, the main responsibilities, and the knowledge or skill sets required of those resources.

## People and Roles

This table shows the staffing assumptions for the test effort.

| **Human Resources** | | |
| --- | --- | --- |
| **Role** | **Minimum Resources Recommended**  **(Number of Part-time/ Full-time & Onsite/ Offshore roles allocated)** | **Specific Responsibilities or Comments** |
|  |  |  |

*Table 10.1: Roles within the XXX COMPANY Test Team*

## Front Office structure

The staffing for the Global HRIS Project test phase is depicted in the following organization chart:

<<Insert once known>>

*Figure 13: Staffing The Global HRIS Project*

# TEST PLANNING AND ORGANIZATION

## Tasks and responsibilities (illustrative)

The RACI-VS matrix below expresses the distribution of work between front office (onsite) and back office (offshore) for the Global HRIS Project Test Phase. Besides the distribution of work between front and back office, the matrix also indicates the activities and deliverables for each test level and the party that is responsible for these activities and deliverables.

Legend:

R = Responsible V = Verifies C = Consulted

A = Accountable S = Sign-off I = Informed

|  |  |  |  |
| --- | --- | --- | --- |
| **RACI-VS Matrix** | | | |
| **Disciplines / Deliverables** | **XXX COMPANY Test Team** | | **Responsible Party** |
| **Onsite** | **Offshore** |
|  |  |  |  |
| **Supporting Processes** | | | |
| FO Test Coordination | RA | CI | FO Test Coordinator |
| BO Test Coordination | ACI | R | BO Test Coordinator |
| Knowledge transfer | RA | CV | FO Test Coordinator |
| Test Progress Reports | RA | CIV | FO Test Coordinator |
| BO Progress Reports | IV | RA | BO Test Coordinator |
| Defect Management | RA | CI | FO Test Team Lead |
|  |  |  |  |
| **Project Intake phase** | | | |
| Review Project Documentation | RACV | RCV | FO Test Coordinator |
| Acceptance Criteria | RA | IV | FO Test Coordinator |
| Test Plan | RA | CIV | FO Test Coordinator |
|  |  |  |  |
| **Acceptance Test Phase** | | | |
| Specification Intake Test | RA | I | FO Test Analyst |
| Specification FAT, CONV, IAT, UAT, PERF | RAV | RV | FO/BO Test Analyst |
| Reviewing test specifications | RAV | RV | FO/BO Test Coordinator |
| Review Product Deployment Documentation | RA | I | FO Test Coordinator |
| Execution Intake Test | RA | I | FO Test Analyst |
| Execution FAT, CONV, IAT, UAT, PERF, REGR | RACV | RCV | FO/BO Test Analyst |
| Re-testing | RACV | RCV | FO/BO Test Analyst |
| Test Evaluation Summary | RA | I | FO Test Coordinator |

*Table 11.1: Tasks and responsibilities XXX COMPANY Test Team*

## Deliverables and Milestones

In the schedule below the test artifacts to be delivered within the Global HRIS Project Test phase are listed and a target date for delivery has been set.

| Deliverable | Responsible | Date |
| --- | --- | --- |
| Functional specification review documents |  |  |
| Test Plan |  |  |
| Conversion Acceptance Test results |  |  |
| Functional Acceptance Test results |  |  |
| Integration Acceptance Test results |  |  |
| User Acceptance Test results |  |  |
| Regression Test results |  |  |
| Test Evaluation Summary |  |  |
| Progress Reports |  |  |

*Table 11.2: Deliverables and milestones XXX COMPANY Test Team*

## Test Team Support

During the various Test phases of The Global HRIS Project the XXX COMPANY Test Team will need support from other Global HRIS Project project teams. The table below indicates the desired involvement of the various projects teams within the Global HRIS Project test process.

| Name | Tasks/responsibilities | Availability |
| --- | --- | --- |
| Business Implementation Team |  |  |
| Deployment Team |  |  |
| XXX COMPANY project tea,m |  |  |
| Development Team  (including external development parties) |  |  |
| Information Analysts |  |  |
| JRT |  |  |

*Table 11.3: Desired XXX COMPANY Test Team support*

## Planning

The important milestones from the planning have been listed in the table below. A high level overview of the planning can be viewed in the figure on the next page.

| Activity | Start | End |
| --- | --- | --- |
| **Planning & Control Phase** |  |  |
|  |  |  |
|  |  |  |
| **Preparation Phase** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Specification Phase** |  |  |
|  |  |  |
| **Execution Phase** |  |  |
|  |  |  |
|  |  |  |
| **Completion Phase** |  |  |
|  |  |  |
|  |  |  |

*Table 11.4: Global HRIS Project test planning*

The Global HRIS Project Test Planning possibly needs revision on the following occasions:

* Changes that have been decided to be within scope of The Global HRIS Project
* Delay of delivery and deployment of software components in the test environment
* Any other event that is unforeseen at the moment of publication of this Test Plan

*<<Insert timeline>>*

## Budget

## Risks (illustrative)

The following Risks with respect to the test planning and test execution of The Global HRIS Project have been identified:

| Risk | Risk Control / Mitigation | Impact | Responsible |
| --- | --- | --- | --- |
| Critical defects not quickly solved and deployed in the test environment will delay the test planning. | Defect Management procedure / Adequate test support from other teams | High | Business and IT Project Managers |
| Delay in delivery of test environments due to configuration and installation issues will delay the test planning | Improved validation of the test environment before delivery | High | Deployment Team lead / Development Team lead |
| Whenever Unit -, System- and Assembly tests has not (fully) been completed, more defects and an extended lead time are expected during the Acceptance Test phase | Development parties deliver SAMPLE Test Planand Test Report | Medium | IT Project Manager |
| Patches and Changes in Production need to be deployed and tested in the Acceptance Test environment | Regression Test before Go Live of Release 3 | Medium | IT Project Manager |
| Lead times of the individual test phases do not leave space for several test cycles, and therefore also for defect fixes. | Agree rework delivery moments with development teams | Medium | Test Team lead / Development Team lead |
| The procedures for the actual processing of the cause of a message in the new Message Handling Framework are not described, validation of this procedure in one of the test phases could lead to extra test scope | Support from Business Implementation Team and Design Team to answer queries | Medium | Test Team lead / Design Team lead / Business Implementation Team lead |
| Stability of test environments | Support from Deployment team | Medium | Test Team lead / Deployment Team lead |
| The User Acceptance test must be executed on a dedicated, production-like test environment. Tests can be influenced by other deliveries in the environment or by data processing / manipulation by other parties. | Managed / controlled by the deployment team | Low | IT Project Manager |

*Table 11.5: Risks to the Global HRIS Project test planning*

# Appendix A Open Issues

|  |  |  |  |
| --- | --- | --- | --- |
| **NR** | **Issue** | **Clarification / Comments** | **Owner** |
|  |  |  |  |

*Table A1: Open Issues*

# Appendix B Front Office – Back Office contact list

|  |  |  |  |
| --- | --- | --- | --- |
| **Front Office** | | | |
| **Role** | **Name** | **E-Mail** | **Telephone** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Back Office** | | | |
| **Role** | **Name** | **E-Mail** | **Telephone** |
|  |  |  |  |

*Table B1: FO – BO Contact List*