*<Project Name>*

Test Plan

Version *<1.0>*

*<mm/dd/yyyy>*

VERSION HISTORY

*[Provide information on how the development and distribution of the* ***Test Plan****, up to the final point of approval, was controlled and tracked. Use the table below to provide the version number, the author preparing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]*

| **ID & Version #** | **Prepared**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| --- | --- | --- | --- | --- | --- |
| 1.0 | *<Author name>* | *<mm/dd/yy>* | *<name>* | *<mm/dd/yy>* | Test Plan draft |
|  |  |  |  |  |  |
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# Introduction

## Purpose of The Test Plan Document

*[Brief introduction about the project and objective of the current release. Project could be platform configuration tool and objective could new mobile App interface or new feature / enhancement in existing product or defect fixes.]*

# Test ITEM

## Project description

*[Describe the project for which Test Plan is prepared.]*

## Items to be Tested / Not to be Tested

*[In scope features. This could be newly added or updated features. Indirect features that has technical or functional dependency on newly added or updated features. Out of scope feature. Excluded product features from current Test Plan.]*

| **Item to Test** | **Test Description** | **Test Date** | **Responsibility** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Items to be tested

| **Item Not to Test** | **Comment** |
| --- | --- |
|  |  |
|  |  |
|  |  |

## Test Approach(s)

*[Strategy to test the software. Includes types of tests and how to test. Functional, performance, security testing using combined [manual + automation], manual only, automation only approach.]*

## Test Pass / Fail Criteria

*[Describe the criteria used to determine if a test item has passed or failed its test.]*

## Test Entry / Exit Criteria

*[Describe the entry and exit criteria used to start testing and determine when to stop testing.]*

## Test Deliverables

*[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]*

## Test Suspension / Resumption Criteria

*[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]*

## Staffing / Training Needs

*[Describe any specific requirements needed for the testing to be performed (staffing, skills training, etc).)]*

# Risk and mitigation

## Test Risks / Issues

*[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]*

# Test Environment and infrastructure

## Required Infrastructure

*[Describe the required infrastructure for test environment]*

## Availability Plan

*[Describe the infrastructure availability plan]*

# Roles and responsibilities

## Roles and assigned responsibilities

*[Describe various roles and responsibilities given to them. E.g. Junior Tester, Senior Tester, Project Manager etc.]*

| **Role** | **Responsibility** |
| --- | --- |
|  |  |
|  |  |
|  |  |

# Test Schedule

## Milestones and schedule

*[Describe the describe key milestones, deliverables, efforts, start date and end date]*

| **Milestone** | **Deliverable** | **Effort(Person Hour)** | **Start Date** | **End Date** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Test Plan Approval

The undersigned acknowledge they have reviewed the *<Project Name>* **Test Plan** document and agree with the approach it presents. Any changes to this Requirements Definition will be coordinated with and approved by the undersigned or their designated representatives.

*[List the individuals whose signatures are required. Examples of such individuals are Business Steward, Technical Steward, and Project Manager. Add additional signature lines as necessary.]*

| Signature: |  | Date: |  |
| --- | --- | --- | --- |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

| Signature: |  | Date: |  |
| --- | --- | --- | --- |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

| Signature: |  | Date: |  |
| --- | --- | --- | --- |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

**Appendix A: References**

*[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]*

The following table summarizes the documents referenced in this document.

| **Document Name and Version** | **Description** | **Location** |
| --- | --- | --- |
| *<Document Name and Version Number>* | *[Provide description of the document]* | *<URL or Network path where document is located>* |

**Appendix B: Key Terms**

*[Insert terms and definitions used in this document. Add rows to the table as necessary.]*

The following table provides definitions for terms relevant to this document.

| **Term** | **Definition** |
| --- | --- |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |