What is a Test Plan?  
  
Test Plan is a document describing the scope, approach, resources, and schedule of intended test activities.   
It describes the test strategy, objectives, schedule, estimation, deliverables, and resources required to perform testing for a software product.  
  
Steps to create a Test Plan

1. Analyze the product
2. Design the Test Strategy
3. Define the Test Objectives
4. Define Test Criteria
5. Resources Planning
6. Plan Test Environment
7. Schedule & Estimation
8. Determine Test Deliverables

# Reference

https://www.guru99.com/what-everybody-ought-to-know-about-test-planing.html