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1. *Remove all italicized template directions, instructions and sample wording and this instructional page from the template before finalizing. Sample wording is in quotations to distinguish the example from instructions.*
2. The title page, header and footer make use of Document Property Field codes. To edit the field codes:

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The filename, title and versioning of all documents must follow the conventions laid out in the QMS Document Policy.



Wind River "Project Title" Validation Plan Template

|  |  |  |
| --- | --- | --- |
| Prepared by: | Name | Validator |
| Approved by: | Name | Engineering Manager |
| Approved by: | Name | Product Line Manager |
| Approved by: | Name | Product Architect |

|  |  |
| --- | --- |
| Document ID/Reference: | WR "Project Title"- VaP Template |
| Author: |  |
| Version: | #.## (e.g. 0.01) |
| Version Date: | MM/DD/YYYY |
| Status: | Draft/Initial Version/Updated/Approved |

Version: #.## (e.g. 0.01)

Date: MM/DD/YYYY

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| Revision History | | | |
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| Date | Version | By | Description of Change |
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# Introduction

## Overview

*Provide an overview of the document.*

## Scope

*Describe the scope and purpose of the document. For example:*

*“This plan specifies the strategy for validation during the software lifecycle.”*

## Relationship to Other Planning Documents

*Provide a list of other planning documents with a brief description e.g., Software Development Plan, Software Configuration Management Plan, Software Verification Test Plan*

## Applicable Documents

*Provide list of documents which are referenced within the Validation Plan (VaP). When references are included in the document, it should be appended with a cross reference back to this table. For example:*

*“The table below lists all documents referenced within this Wind River "Project Title" Validation Plan Template. The actual revisions of the referenced documents are determined in the Wind River Project Title - Configuration Index [Ref.5].”*

| Ref. | Document Title |
| --- | --- |
|  | *Wind River Linux —Software Configuration Management Plan* |
|  | *Wind River Linux – Software Development Plan* |
|  | *Wind River Project Title – Test Strategy* |
|  | *Wind River Linux – Glossary* |
|  | *Wind River Project Title – Configuration Index* |
|  | *Wind River Linux Overall Product Test Strategy* |
|  | *Wind River Linux Project Title – Software Requirements Specification* |
|  | *Wind River Linux Project Title – Project Profile* |
|  | *Wind River Linux – Tools and Environment* |
|  | *Wind River Linux – Roles and Responsibilities* |

Table 1: Applicable Documents

## Readership

*Describe the intended users of this document and for what purpose. For example:*

*“This plan will be used by the project Validator (Feature Lead, Product Architect) to execute the project’s validation activities.*

*This plan is also intended for use by the Product Architect and Product Line Manager to allow a review of the intended validation approach, and to allow determination of the adequacy of the validation performed.”*

## Glossary and Acronyms

*Include a glossary and list of acronyms used in the document. Alternatively, a separate, common document can be created to cover terms and acronyms in use.*

# Lifecycle

## Lifecycle Overview

*Provide an overview/summary of the lifecycle.*

*Insert lifecycle diagram.*

**Figure 1: Software Development Lifecycle**

# Responsibility

## Authority

*Describe the authority, responsibility, and independence, including approval of the validated product.*

## Responsibility

*Describe the responsibilities of the Validator including the role and competencies required to carry out the role.*

*The Validator shall have the knowledge to demonstrate that the product meets the requirements and the customer needs. The validation could be performed by the Feature Lead or Product Architect for the program.*

* *The Validator shall:*
  + *• Prepare the Validation Plan*
  + *• Specify and document the configuration and the scope of the validation*
  + *• Specify and document the validation strategy*
  + *• Verify the software requirements against the intended environment/use*
  + *• Capture deviations from the Validation Plan*
  + *• Prepare the Validation Report*
* *The Validator shall have the following competencies:*
  + *• Shall be competent in various validation approaches/methodologies and be able to identify the most suitable method or combination of methods in the context of the project*
  + *• Shall be capable of deriving the types of validation evidence required from the given specifications as applicable*
  + *• Shall have analytical thinking ability and good observation skills*
  + *• Shall have overall software understanding and perspective including the understanding of the project environment*

## Environment

*Describe the validation environment, including organization responsibilities and interfaces, standards, procedures, tools and methods.*

### Organization

*Provide org chart for the project organization. List the team members.*

*Insert org chart.*

**Figure 2: Organization Overview**

### Communication

*Describe the interface between Validator and the program/project team.*

*Describe the interface with internal/external supplier/ other teams as applicable.*

### Tools & Methods

*Describe the tools and methods used by the Validator.*

# Validation

## Strategy

*Define the validation strategy for the product. For example:*

* *For each feature, understand the user stories and verify that they collectively meet the acceptance criteria*
* *For each user story that is not accepted, document why this is acceptable*

## Review & Sign-off

*Describe the review contents, inputs, and outputs.*

## Timing

*Describe the timing of the validation activities in relation to the activities of the software lifecycle processes.*

## Records

*List the records to be produced by the Validation process.*

# Plan Review and Approval

*Describe the review and approval plan for the document, as well as who is responsible for making updates and approving the changes.*