**Test Plan – Microsoft To Do (Notes & Task Management App)**

**1**. **Project Overview**

Microsoft To Do is a cloud-based task management application that allows users to create, organize, and track tasks across devices. It supports features like task creation, due dates, reminders, recurring tasks, notes, categories, and syncing with Outlook and Microsoft 365.

**2. Test Objectives**

* Verify that all core task management functionalities work correctly (create, edit, delete, mark complete).
* Validate synchronization across devices (desktop, mobile, and web).
* Ensure reminders, notifications, and recurring tasks trigger as expected.
* Check usability, accessibility, and performance across supported platforms.
* Identify and report bugs to improve reliability.

**3. Scope of Testing**

In-Scope:

* User authentication (Microsoft account login).
* Task management (add, edit, delete, mark complete).
* Due dates, reminders, and recurring tasks.
* Task categorization & priority setting.
* Notes within tasks.
* Multi-device sync (web, mobile, desktop).
* Offline mode & sync behavior.
* UI/UX testing (desktop & mobile).

Out of Scope:

* Backend database testing.
* Third-party integrations outside Microsoft 365.
* Stress/load testing beyond 10,000 tasks.

**4. Test Approach**

* Manual Testing will be performed for UI, functionality, and usability.
* Functional Testing for task operations, reminders, sync, and notifications.
* Regression Testing after bug fixes.
* Exploratory Testing for unexpected behavior and edge cases.
* Cross-Platform Testing on Windows, Android, iOS, and Web.

**5. Test Environment**

* Devices: Android 12.
* Accounts: Microsoft personal.
* Network: WiFi + 4G/5G for sync testing.

**6. Test Schedule**

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| --- | --- | --- |
| Phase | Duration | Tasks |
| Test Planning | 2 days | Create test plan & scenarios |
| Test Case Design | 4 days | Write test cases & prepare test data |
| Test Execution | 7 days | Execute test cases on web, mobile & desktop |
| Bug Reporting | Ongoing | Log defects, retest after fixes |
| Test Closure | 2 days | Prepare summary report & closure document |

**7. Test Deliverables**

* Test Plan
* Test Scenarios & Test Cases (35+)
* Bug Report (25+)
* Test Summary Report

**8. Entry & Exit Criteria**

Entry Criteria:

* Microsoft To Do application is available for testing (stable build).
* Test cases prepared & reviewed.
* Test environment set up (devices, accounts, data).

Exit Criteria:

* All planned test cases executed.
* High & critical bugs fixed and retested.
* Test summary report prepared.

**9. Roles & Responsibilities**

* Test Lead: Define test strategy, manage execution, review reports.
* Test Engineer: Design & execute test cases, log bugs.
* Developer: Fix reported issues, provide builds.
* Project Manager: Approve deliverables, oversee progress.