

Test Plan Template

A test plan is a detailed document that outlines the test strategy, objectives, resources needed, schedule, and success criteria for testing a specific new feature or piece of software.

Using this template, you'll be able to ensure you have a rock-solid test plan and that nothing is getting missed during the testing phase of your development process.

Need help filling it out? **Learn how to write and execute a test plan on our blog.**

INTRODUCTION

Provide the purpose of the Test Plan for this specific project.

TEST RISKS / ISSUES

Describe the risks associated with your test plan as well as mitigation strategies.

Test Plan Risk	Mitigation Strategy

TESTING SCOPE

Outline the items/features/functions that will be tested, how they'll be tested, when, and by whom. Include a separate list of items not in the scope of this test plan.

Test item	Description	Date	Responsibility

Items outside of scope:

1. _____
2. _____
3. _____
4. _____
5. _____

TEST APPROACHES

Describe the overall testing approach as well as an outline of any planned tests.

Test approach	Scope	Proposed date

PASS/FAIL CRITERIA

Describe the criteria used to determine if a test item as passed or failed a test.

ENTRY / EXIT CRITERIA

Outline the criteria used to start, suspend, or stop testing.

TEST DELIVERABLES

Describe the deliverables that will result from the testing process (for example, documents, reports, etc...)

Deliverable	Responsibility

ENVIRONMENT / STAFFING / TRAINING NEEDS

Describe the specific requirements needed to execute on the test plan such as hardware, software, team expertise, and skill training.

SIGN-OFF

Include space for signoff from key stakeholders to ensure everyone understands the scope of testing, why you've chosen specific approaches, and when it will be completed.