



Internship training

Test Planning

Objective

- Overview on Test Planning and its objective
- Contents of Test Plan
- Sample Test Plan document

What is a Test Plan?

A Test Plan is a document detailing the objective, resources, and process to test a specific software or hardware product.

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Overview

As part of testing activities, '<Project name>' has requested 'ZenQ' team to create a test plan detailing resource requirement with an objective to complete following tasks by <date>.

- Task1 in Module1
- Task1 in Module2
- Task1 in Module3
- Task2 in Module4
- Task2 in Module5

This document outlines scope of the project, test strategy, resource requirements, test deliverables and test schedule. Considering the deadline of <date>, ZenQ proposes a team of all the **X** functional test resources to accomplish the tasks.

Scope

List of tasks included in current iteration of testing -

➤ Task 1

- Module1
- Module2
- Module3

➤ Task 2

- Module 4
- Module 5

Test Environments

Testing activities mentioned under scope section will be tested 'manually' on below listed environments –

S.No	Environment
1	Windows 10 + Chrome Latest
2	Mac OS X EI Capitan 10.11.6 + Safari (Version 9.1.2)
3	iPhone 6(iOS 8.4)+Safari
4	Galaxy Tab 2 (Android 4.1.2) + Opera latest

Test Strategy

Below is the approach for testing task2 (<feature1>) for two new modules (module4 and module5) and the three existing modules.

- Review the two modules and find the gaps that exists between the test cases created for other modules regression testing and then do the following-
 - ✓ Duplicate existing test cases created for other modules and make necessary changes to use them for testing of 'module4' and 'module5'.
 - ✓ Add new test cases if there are any new features available in the respective modules.
 - ✓ Execute test cases in environments as mentioned in Section 3 and submit results.
- Continue executing the pending task1 for 'module1', 'module2' and 'module3'.

Note: If there are any blocker issues observed while executing test cases, then they would be reported and Adhoc testing would be performed (on completion of all planned tasks) on the corresponding modules until the blocker issues are fixed and this would be communicated accordingly.

Timelines

Task	Timeline from <Project name>
Task1 <ul style="list-style-type: none">➤ Module4➤ Module5	X Days (Date)
Task2 <ul style="list-style-type: none">➤ Module1➤ Module2➤ Module3	X Days (Date)

Test Schedule & Resource allocations

Following are the estimates for sub tasks considered –

Task	Estimate
Task1	X person days
Task2	X person days

Resource allocation based on above estimates and timelines specified in section 5 is as below.

Task	Module1 Task1	Module2 Task2	Module3 Task3	Module4 Task4	Module5 Task5
Day 1	Task1	Task2	Task3	Task4	Task5
Day 2	Task1	Task2	Task3	Task4	Task5
Day 3	Task1	Task2	Task3	Task4	Task5
Day 4	Task1	Task2	Task3	Task4	Task5
Day 5	Task1	Task2	Task3	Task4	Task5
Day 6	Task1	Task2	Task3	Task4	Task5

Test Schedule & Resource allocations

<Project name> Resource Allocations (01st – 10th Nov, 2018)						
Resource/Dates	01-Nov	02-Nov	03-Nov	04-Nov	05-Nov	06-Nov
<Resource> (designation)	Execute task1 / Perform Adhoc testing in Module1	Execute task1 / Perform Adhoc testing in Module1	Execute task1 / Perform Adhoc testing in Module1	Execute task1 / Perform Adhoc testing in Module1	Weekend	
<Resource> (designation)	Execute task1 / Perform Adhoc testing in Module3	Execute task1 / Perform Adhoc testing in Module3	Execute task1 / Perform Adhoc testing in Module3	Execute task1 / Perform Adhoc testing in Module3		
<Resource> (designation)	Test case edit/add for module5	Execute task2 of module5 in Env 1	Execute task2 of module5 in Env 1 and Env 2	Execute task2 of module5 in Env 2		
<Resource> (designation)	Execute task1 / Perform Adhoc testing in module2	Execute task1 / Perform Adhoc testing in module2	Execute task1 / Perform Adhoc testing in module2	Execute task1 / Perform Adhoc testing in module2		
<Resource> (designation)	1. Test Plan Creation. 2. Test case edit/add for module4. 3. Status report creation.	1. Execute task2 of module4 in Env 1 2. Status report creation.	1. Execute task2 of module4 in Env 1 and Env 2 2. Status report creation.	1. Execute task2 of module4 in Env 2 2. Status report creation.		

Problem Reporting and Test Tracking Procedures

Bug Reporting Procedure:

During testing –

- Any deviation from expected behavior by the application will be noted and reported as Bug. If it can't be reported as a Bug, it'd be posed as a question.
- After discovery of a Bug, it will be re-tested to verify reproducibility of the Bug. Screenshots with Steps to reproduce will be documented.
- By end of the day, test creation and execution status & Bugs encountered in all the modules will be sent along with status update email.

Note:

1. Bugs will be logged in '<Bug Tracking Tool name>' and also documented in word.
2. Test cases would be created in Excel document.

Roles/Responsibilities

Name	Role	Responsibilities
<Resource>	Test Manager	<ul style="list-style-type: none">• +1 escalation for any queries on project• Brainstorming and Support for weekly test planning
<Resource>	Team Lead	<ul style="list-style-type: none">• Create the Test plan and get the client signoffs• Attend daily stand up meetings• Provide information on Bug priorities• Create and execute test cases• Report Bugs found during testing• Coordinate the test execution. Verify validity of the Bugs being reported• Collate information from the team and report daily status to <project name>• Train new joiners in the team
<Resource>	Sr. Test Engineer	<ul style="list-style-type: none">• Understand tasks from lead• Participate in meetings as needed• Interact with the application• Create and execute test cases• Report Bugs found during testing
<Resource>	Sr. Test Engineer	<ul style="list-style-type: none">• Understand tasks from lead• Participate in meetings as needed• Interact with the application• Create and execute test cases• Report Bugs found during testing

Entry and Exit Criteria

9.1 Entry Criteria

- a) Following information is received from <project name>–
 - Access to Test/Staging server and Back end of module1, module2, module3, module4 and module5.
- b) Test Plan must be reviewed and approved by <project name>.

9.2 Exit Criteria

- a) Test cases must be executed successfully with a result of either "Pass/Fail/Not tested" and with appropriate comments as applicable.

Test Deliverables

The following will be delivered to the '<project name>' during the current week -

Deliverables	Description	Responsible Owner	Target Completion Date
Deleverables 1	Daily report on task execution status	ZenQ	Daily
Deleverables 2	Details on the scope of the project, test strategy, test schedule, resource requirements and test deliverables.	ZenQ	01 Nov, 2018
Deleverables 3	Test cases identified and created for all the 2 new modules.	ZenQ	01 Nov, 2018
Deleverables 4	Test Results of the tests executed.	ZenQ	Module1 - 10 Nov,2018 Module 2 - 10 Nov,2018 Module3 - 10 Nov,2018 Module4 - 10 Nov,2018 Module5 - 10 Nov,2018
Deleverables 5	Detailed description of the Bugs identified while executing tests along with screenshots & steps to reproduce on a daily basis.	ZenQ	Daily during test execution
Deleverables 6	Report on Tasks under progress with percentage complete	ZenQ	Weekly

Cost Estimates

Modules Name	# of Person Days	Total Cost
module1	8	
Module2	8	
Module3	8	
Module4	7	
Module45	8	
Reporting & Reviews	1	

Risks & Assumptions

ZenQ assumes the following –

- ❖ All modules under test will be functional during testing period without any interruptions.
- ❖ Confirmation on the environments to be considered for testing module4 and module5 sites by 01 Nov, 2018. If not, ZenQ would assume the same environments considered for other modules for testing are to be considered for both of there modules testing.
- ❖ Adhoc testing of module1, module2 and module3 would be performed if either the blocker issues are not resolved or if all the task2 execution of the corresponding modules are completed and no other new tasks are assigned.
- ❖ Responses for any questions posed on regression testing of 5 modules are promptly provided.
- ❖ Time and cost estimates mentioned in the test plan may vary(increase/decrease) accordingly if there are any new tasks assigned or if there are any changes to the planned tasks during the period 01 – 10 Nov, 2018.

Q & A

Thank You

All the best!



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