Testing Plan



Prepared by

**Fasttrack**

Solution Architect

Contributors

**List of Contributors**

Revision and Signoff Sheet

Change Record

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Author | Version | Change Reference |
|  |  | 1.0 | Initial draft for review/discussion |
|  |  |  |  |
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Reviewers

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Version Approved | Position | Date |
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1. Scope
   1. Objectives and Business Requirements

In this section, outline the business requirements. In other words:

* What are our goals?
* What are we hoping to accomplish with this project/feature?
* How will we measure success?
  1. Scope

In this section, outline the scope. This means:

* What is the pain point we’re trying to fix?
* What are we testing exactly, and what are we *not* testing?

1. Testing Team

In this section, list out members of your QA team and what their roles will be during UAT.

Example:

|  |  |
| --- | --- |
| Name | Responsibilities |
| Robert Jones | UAT Coordinator |
| Jennifer Creason | Design Test Cases |

1. Milestones and deliverables

This section contains all deliverables for successful UAT execution.

* 1. Design & Testing Process
  2. UAT Environment
  3. Training
  4. UAT Execution
  5. Reporting & Data Analysis

1. Environment Requirements
   1. Hardware Requirements
   2. Software Requirements
2. Features to be Tested
   1. Feature 1
      1. Pass/Fail Criteria
      2. Test Cases
   2. Feature 2
      1. Pass/Fail Criteria
      2. Test Cases
   3. Features not Tested
      1. Feature 1
      2. Feature 2