***Test Plan Template***

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# Introduction

*[A brief summary of the product that is being tested. Identify the functions on a high level.]*

## Objectives

*[Describe the objectives of the Test Plan, For Example, defining tasks and responsibilities, a document to be used as a service level agreement, etc].*

## Scope

*[This section describes what is being tested, which is new to all the functions of a specific product, its existing interfaces, integration of all functions, etc.]*

# Testing Strategy

*[Describe the overall approach to testing. For each major group of features or feature combinations, specify the approach which will ensure that these feature groups are adequately tested.*

*Specify the major activities, techniques, and tools which are used to test the designated groups of features. This is the section where you define the different types of testing involved. For example, Unit testing, System and integration testing, regression testing, etc.]*

# Environment Requirements

*[Specify both the necessary and desired properties of the test environment.*

*The specification should contain the access requirements, person responsible to provide the required access. Identify the special test tools that are required. Identify any other testing needs.]*

# Test Schedule

*[Define any additional test milestones required. Estimate the time required to do each testing task. Specify the schedule for each testing task and test milestone with the responsible testing resource.]*

# Control Procedures

***[Defect Reporting****Document the procedures to be followed when an incident is encountered during the testing process. If you are using an automated incident logging system, write those procedures.*

***Change Requests (Automated Regression Testing)*** *Document the process of modifications to the code base. Identify who will sign off on the changes and what would be the criteria for including the changes to the current product. If the changes will affect the existing programs, then these modules need to be identified.]*

# Features to be Tested

*[Identify all the software features and combinations of the software features that will be tested.]*

# Entry/Exit Criteria

*[Entry criteria for the Product to start Regression test should be defined.*

*For Example: File availability, connection to J drive, etc.*

*Exit Criteria for this testing: Example: Regression testing should be completed. Any new critical bugs found during this testing should be closed.]*

# Features not to be Tested

*[Identify all the features and significant combinations of features that will not be tested along with the reasons.]*

# Resources - Roles & Responsibilities

*[Specify the resources who are involved in the Test Project and what are their roles going to be (For Example, [XXXX] compile Test Cases for Acceptance Testing), etc.*

*Identify the groups responsible for managing, designing, preparing, executing, and resolving the test activities as well as related issues. Also, identify the groups responsible for providing the test environment. These groups may include developers, testers, operations staff, etc.]*

# Impacted Systems

*[List the Department/Business areas impacted]*

# Dependencies

*[Identify significant constraints on testing, such as testing-resource availability, and deadlines.]*

# Risks/Assumptions

*[Identify the high-risk assumptions of the test plan. (For Example, delay in delivery of test items due to unapproved business requirement)].*

# Tools

*[List the Automation tools that you are going to use. Also, list the Bug tracking tool here. For example, JIRA.]*

# Approval

*[Specify the names and titles of all the persons who must approve this plan. Provide space for the signatures and dates.]*