**Defra Digital, Data, Technology & Security (DDTS)**

**<Enter Project Name>**

**Master Test Plan (MTP)**

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| **Project** |  | **Programme** |  |
| **Author** |  | **Date** |  |

**Approvals**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Date** |
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**Version control**

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| **Version** | **Date** | **Author** | **Reason for change** |
| 0.1 |  |  | 1st Draft |
|  |  |  | Change |
|  |  |  |  |

**Reviewers:**

| **Name** | **Role** |
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**References**

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| --- | --- | --- |
| **Title** | **Version and date** | **Owner** |
| [DDTS Test Strategy](https://defra.sharepoint.com/sites/ea-leg-oneServiceDelivery/qatest/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2Fea%2Dleg%2DoneServiceDelivery%2Fqatest%2FSiteAssets%2FSitePages%2FDefra%2DDDTS%2DQuality%2DAssurance%2D%26%2DTest%2FDDTS%2DTest%2DStrategy%2Dv2%2E4%2Epdf&parent=%2Fsites%2Fea%2Dleg%2DoneServiceDelivery%2Fqatest%2FSiteAssets%2FSitePages%2FDefra%2DDDTS%2DQuality%2DAssurance%2D%26%2DTest) | Version 2.4, December 2023 | DDTS Quality Assurance & Test |

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| **INSTRUCTIONS FOR USING THIS TEMPLATE**  Save the document with a filename consisting of < Project name MTP Version No.>.  Replace all text in <brackets> as appropriate including the footer, then delete the brackets. Change the font colour of all new text to black or green as appropriate. Insert **hyperlinks** where indicated (if available).  Before issuing the document for review:   * Delete any remaining red text, non-hyperlinked **blue** text and highlighted guidance text; * Delete any excess line spaces (there should be no more than **one** blank line after each paragraph or table, unless needed to break the page); * Check and amend paragraph numbering where required; * Run the Spelling & Grammar checker then proof-read the whole document; * Delete this Instructions box; * Update the Table of Contents (press F9) or by right clicking on the table and selecting ‘update field’ * When you have saved your document, select the document title in the footer and press F9. |

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# Introduction

Purpose

The purpose of this test plan is to define the high-level test approach and test related activities for the <Project name> Project and who is responsible for those activities. This Project will follow the principles and policies described in the DDTS Test Strategy [[Ref 1](https://defra.sharepoint.com/sites/ea-leg-oneServiceDelivery/qatest/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2Fea%2Dleg%2DoneServiceDelivery%2Fqatest%2FSiteAssets%2FSitePages%2FDefra%2DDDTS%2DQuality%2DAssurance%2D%26%2DTest%2FDDTS%2DTest%2DStrategy%2Dv2%2E4%2Epdf&parent=%2Fsites%2Fea%2Dleg%2DoneServiceDelivery%2Fqatest%2FSiteAssets%2FSitePages%2FDefra%2DDDTS%2DQuality%2DAssurance%2D%26%2DTest)]

**Note 1: a Master Test Plan is not required if the Project only has a single Test Stage or a small number of Test Stages managed within the same area. In that case, only produce a Stage Test Plan (STP).**

**Note 2: There may also be cases where not all test stages have been defined or they are being managed by other teams, so you don’t have all the information to put into the Master Test Plan. In those cases you can reference them in the Master Test Plan and clarify that the Stage Test Plan for those will provide a more detailed breakdown of the test activities.**

Background

Provide a brief description of the background and scope of the project, the type of delivery (e.g. Agile or Waterfall) and reference as many documents as possible e.g. Business Case.

# Scope of Testing

Provide a high-level view of the scope of testing for this project. This should cover the systems, modules and areas that testing will cover (functional or non-functional). This should also include areas that have been agreed as out of scope and the justification for that.

In Scope

Out of Scope

# Test Stages

Populate the table below as required, giving the planned start and end dates for each Test Stage if possible.

|  |  |  |  |
| --- | --- | --- | --- |
| **Test Stage** | **Responsibility** | **Start Date** | **End Date** |
| <System Testing> | <e.g. Supplier name> | <date> | <date> |
| <User Acceptance Testing> | <e.g. DDTS Test Function> | <date> | <date> |
| <etc.> | <etc.> | <etc.> | <etc.> |

**Table 3.1 - Test Stages**

# <Test Stage name>

In Scope

Provide as detailed a view as possible of the scope of testing for the first planned Test Stage, including the Features and Product Risks. Refer to Requirements, Design Specifications, etc. Refer to the relevant Stage Test Plan (STP) where details are not yet known.

If this Test Stage is being completed by a supplier or third party just reference their STP but if possible, list the Features covered and state that the Product Risks will be covered in the STP. This will enable the Master Test Plan to give a view of what is being tested across all the Test Stages.

Test Types to be used

List the Test Types required for this Test Stage, or refer to the relevant STP if details are not yet known. Refer to Appendix A in the [DDTS Test Strategy](https://defra.sharepoint.com/sites/ea-leg-oneServiceDelivery/qatest/Policy%20%20Strategy/Forms/AllItems.aspx?id=%2Fsites%2Fea%2Dleg%2DoneServiceDelivery%2Fqatest%2FPolicy%20%20Strategy%2FDDTS%20Test%20Strategy%20v%202%2E0%2Epdf&parent=%2Fsites%2Fea%2Dleg%2DoneServiceDelivery%2Fqatest%2FPolicy%20%20Strategy) for a list of test types that could apply.

Test Environment Requirements

Provide details of the test environment requirements for this Test Stage, or refer to the relevant STP where details are not yet known.

Test Data Requirements

Provide details of the test data requirements for this Test Stage, or refer to the relevant STP where details are not yet known.

Entry and Exit Criteria

Populate the tables below with relevant Entry and Exit criteria for this Test Stage, or refer to the relevant STP where details are not yet known.

* + 1. Entry Criteria

| **Entry Criteria** |
| --- |
| <Entry Criterion 1> |
| < Entry Criterion 2> |
| < Entry Criterion 3> |
| < Entry Criterion 4> |
| < Entry Criterion 5 etc.> |

**Table 4.1 - <Test Stage> Entry Criteria**

* + 1. Exit Criteria

| **Exit Criteria** |
| --- |
| <Exit Criterion 1> |
| <Exit Criterion 2> |
| <Exit Criterion 3> |
| <Exit Criterion 4> |
| <Exit Criterion 5 etc.> |

**Table 4.2 - <Test Stage> Exit Criteria**

Repeat Section 4 above for each additional Test Stage required.

# Test Deliverables

Populate the table below for each of the deliverables and identify which Test Stages they apply to. In some cases they may apply to multiple Test Stages.  Add or delete deliverables as required.

| **Deliverable** | **Test Stage** | **Owner** |
| --- | --- | --- |
| <Master Test Plan> | All |  |
| <Stage Test Plan> | <Test Stage> |  |
| <Test Cases> | <Test Stage> |  |
| <Test Readiness Review> | <Test Stage> |  |
| <Test Results & Evidence> | <Test Stage> |  |
| <Defect Status Reports> | <Test Stage> |  |
| <Stage Test Completion Report> | <Test Stage> |  |

**Table 5.1: Test Deliverables**

# Test Management

Provide a summary of how testing will be managed for the project referring to the detailed test management process outlined in the DDTS Test Strategy ([Ref 1](https://defra.sharepoint.com/sites/ea-leg-oneServiceDelivery/qatest/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2Fea%2Dleg%2DoneServiceDelivery%2Fqatest%2FSiteAssets%2FSitePages%2FDefra%2DDDTS%2DQuality%2DAssurance%2D%26%2DTest%2FDDTS%2DTest%2DStrategy%2Dv2%2E4%2Epdf&parent=%2Fsites%2Fea%2Dleg%2DoneServiceDelivery%2Fqatest%2FSiteAssets%2FSitePages%2FDefra%2DDDTS%2DQuality%2DAssurance%2D%26%2DTest)).

Test Governance

Provide details of the test governance. This should cover who is producing the test cases, who is reviewing them and ensuring test coverage is in place.

Test Reporting

Provide details of the test reporting. This should include details on the test schedule, how progress will be tracked and how it will be reported. Some examples of the metrics that may be included in the report are below:

* The number of tests, their planned start date, estimated time to complete and priority;
* The number of tests not yet started;
* The number of tests currently in progress;
* The number of tests that have passed;
* The number of tests that have failed (including their associated defects)

# Defect Management

The detailed defect management process outlined in the DDTS Test Strategy ([Ref 1](https://defra.sharepoint.com/sites/ea-leg-oneServiceDelivery/qatest/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2Fea%2Dleg%2DoneServiceDelivery%2Fqatest%2FSiteAssets%2FSitePages%2FDefra%2DDDTS%2DQuality%2DAssurance%2D%26%2DTest%2FDDTS%2DTest%2DStrategy%2Dv2%2E4%2Epdf&parent=%2Fsites%2Fea%2Dleg%2DoneServiceDelivery%2Fqatest%2FSiteAssets%2FSitePages%2FDefra%2DDDTS%2DQuality%2DAssurance%2D%26%2DTest)) will be observed for this project.

Specify the tool and project where defects will be raised and managed such as Azure DevOps. You could also provide a link to the Azure project in this section. Provide as much information as possible on how defects will be raised and managed within the project itself such as who is responsible for triaging them.

Each defect raised will be assigned a Severity to reflect the potential impact on the business:

| **Severity** | **Business Impact** |
| --- | --- |
| 1 | A defect that would prevent a business-critical activity, for example:   * Entire system is unavailable to all Users; * Major business critical subsystem not available to all Users; * No external (web) access possible. |
| 2 | A defect that would cause complete loss of live service of a key business area, for example:   * Difficulties processing multiple claims; * Significant Solution performance degradation; * Interface files transfer failure leading to processing delays; * Web service only partially available; * Non-critical subsystem failure or batch process fails to complete; * Serious defect on a supported non-production environment. |
| 3 | A defect with low business impact that can be tolerated for a limited period, for example:   * Problem processing an individual claim; * Minor system performance degradation*;* * General defects identified on a supported non-production environment; * Run or re-run a non-time critical interface file. |
| 4 | Non-critical informational or cosmetic action, for example, a system or application issue that has either been addressed by RPA and is for notification purposes only, or is a minor or cosmetic problem that can be considered for a future planned release. |

**Table 7.1: Defect Severities**

Each defect raised will also be assigned a Priority to reflect the impact on the test schedule and the relative prioritisation of issues for resolution by the fix teams:

| **Priority** | **Impact on Testing** |
| --- | --- |
| 1 | A team is blocked by the defect preventing any further execution until the defect is resolved. |
| 2 | Execution of the script / scenario the defect covers cannot continue, i.e. all areas of functionality within the script / scenario cannot be tested until the defect is resolved. |
| 3 | Limited execution of the script / scenario the defect covers can continue, i.e. some areas of functionality within the script / scenario cannot be tested until the defect is resolved. |
| 4 | All remaining execution of the script / scenario the defect covers can continue, i.e. only the discrete area of functionality covered by the defect cannot be tested until the defect is resolved. |

**Table 7.2: Defect Priorities**

# Test Tools

Provide details of the test tools that will be used throughout the project and what they will be used for.

# Roles and Responsibilities

Provide details of the roles and responsibilities of those involved with the testing on the project. Some examples are provided below and could be combined in some cases do please add or delete as necessary. Please refer to the DDTS Test Strategy ([Ref 1](https://defra.sharepoint.com/sites/ea-leg-oneServiceDelivery/qatest/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2Fea%2Dleg%2DoneServiceDelivery%2Fqatest%2FSiteAssets%2FSitePages%2FDefra%2DDDTS%2DQuality%2DAssurance%2D%26%2DTest%2FDDTS%2DTest%2DStrategy%2Dv2%2E4%2Epdf&parent=%2Fsites%2Fea%2Dleg%2DoneServiceDelivery%2Fqatest%2FSiteAssets%2FSitePages%2FDefra%2DDDTS%2DQuality%2DAssurance%2D%26%2DTest)) for more details on the roles and responsibilities that may need to be included.

| **Role** | **Organisation** | **Name of Person** | **Responsibilities** |
| --- | --- | --- | --- |
| Project Manager |  |  | Overall management of the <Project name / Programme name> Project/Programme. |
| Lead Test Manager |  |  | Overall responsibility for delivery and completion of <Project name / Programme name> testing. |
| Test Manager / Test Analyst |  |  | Production of the Master Test Plan;  Ensures that testing complies with the DDTS Test Strategy;  Manages the delivery of all test products and the completion of all test activities for the test levels you are responsible for  Produces Execution Schedule;  Manages the day-to-day test execution, including the execution schedule.  Reports regularly to stakeholders;  Produces Test Completion / Test Closure Report |
| Associate Test Analyst / Testers |  |  | Identify suitable test scenarios /test cases;  Identifies test data required to execute test scenarios;  Executes test cases and records the test results as well as capturing test evidence;  Raises defect reports where necessary;  Retest fixes to defects where required;  Provides progress updates to the Test Manager. |
| Defect Manager |  |  | Manage the Defect Lifecycle for a particular Test Stage, ensuring all Defects for that Test Stage are recorded, investigated and resolved in a timely manner.  Review Defects with stakeholders to ensure they include appropriate information and have been assigned appropriate Severity and Priority values. Update Defects where necessary.  Produce daily reports on the numbers and statuses of Defects and issue to stakeholders. |
| Environment Manager |  |  | Provision and support test environments.  Arrange anonymisation of data where required.  Arrange appropriate access for testers.  Set up interfaces between different test environments where required.  Provide support for any test environment related problems found during the testing. Identify and implement solutions to any test environment related Defects.  Work with the Test Manager to ensure new builds are applied to appropriate test environments. |
| Supplier Project Manager |  |  | Ensures that <supplier name> activities to support testing take place;  Ensures that any <supplier name> defects are investigated and resolved with details of the resolution taken and evidence of the testing captured. |
| Design Lead / Subject Matter Expert (SME) |  |  | Review Test cases relating to requirements/user stories they have defined;  Witness testing;  Assist with investigation of defects where appropriate. |
| Release Managers |  |  | Release Planning and Co-ordination, including Go/No Go call. |

**Table 9.1: Roles and Responsibilities**

# Assumptions, Risks, Issues and Dependencies

Assumptions

Provide details of any assumptions you are making regarding testing.

Risks

Provide details of any risks you have identified relating to testing. These should also be sent to the Project Manager to capture on the Projects Risks & Issues Log.

| **Risk Title** | **Description** | **Impact/Probability** | **Mitigating Action** | **Raised by/Owner** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
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**Table 10.1: Risks**

Issues

Provide details of any issues you have identified relating to testing. These should also be sent to the Project Manager to capture on the Projects Risks & Issues Log.

| **Issue Title** | **Description** | **Mitigating Action** | **Raised by/Owner** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**Table 10.2: Issues**

Dependencies

Provide details of any dependencies you have relating to test activities.

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