1. **Test Plan Template?**

* **Test Plan ID** – Unique identifier for tracking the test plan.
* **Introduction** – Gives an overview of the purpose and objectives.
* **Test Objectives** – Defines what the testing aims to validate.
* **Scope of Testing** – Specifies what is included and excluded in testing.
* **Test Deliverables** – Lists testing documents delivered in different SDLC phases.
* Test Strategy, Requirement Traceability Matrix (RTM)
* Test Plan Document
* Test Scenarios, Test Cases, Test Data
* Test Execution Report
* Defect Report
* **Test Approach & Strategy** – Outlines the testing process and methodologies.
* **Entry & Exit Criteria** – Conditions to start and stop testing.
* **Test Schedule** – Provides a timeline for testing activities.
* **Test Environment** – Describes hardware, software, and system requirements.
* **Roles & Responsibilities** – Defines tasks assigned to each team member.
* **Risk & Mitigation Plan** – Identifies potential risks and solutions.
* **Test Metrics & Reporting** – Defines how progress is tracked.
* **Test Closure & Sign-Off** – Final steps before completing testing.
* Provide a Test Summary Report.