

# TEST PLAN CHECKLIST

**VERSION 1.0**

This template was created to enable departments to more easily develop their project plans. The Department of Technology, Consulting and Planning Division, created this template based on its experiences. The template relies on industry best practices combined with decades of experience on California state information technology projects. The way it was structured is to enable a department to complete the information related to its project without having to write background information related to the discipline. A department may use as much or as little of the template as it wishes.

### Template Instructions:

- ***Instructions for completing*** this template – written for the author of the project plan - are encased in [ ] and the text is ***italicized and bolded***.
- *Examples* are provided as a guideline to the type of sample information presented in each section and the text is *italicized*.
- Boilerplate standard language for each section is written in the document font and may be used or modified, as necessary.
- A department's project specific information goes within the brackets << >>.
- *Informational text is italicized* within square brackets [ ] for informational purposes to the person who has to create the plan and includes background information, explanation, rationale, etc.

## DOCUMENT HISTORY

DOCUMENT APPROVAL HISTORY	
Prepared By	
Reviewed By	
Approved By	<i>&lt;&lt;The person designated to review the contents of the test plan for completeness (e.g., Test Lead, Test Manager) is responsible for approving the checklist. Insert name(s) here and have them sign.&gt;&gt;</i>

DOCUMENT REVISION HISTORY			
DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
02/06/2015	1.0	Initial Version	J. Fong

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## 1. INTRODUCTION

This checklist is intended to be used by reviewers to verify the completeness of a project's Master Test Plan. These questions cover a wide range of information that *might* be present in a Master Test Plan. As such, not every question may be relevant to the verification of a project's specific Master Test Plan and the lack of an answer to any question may not constitute a defect in the Plan.

## 2. SAMPLE TEST PLAN CHECKLIST

*[The checklist items marked with an "\*" are recommended questions or subject categories that should be clearly addressed in a Master Test Plan.]*

ITEM #	QUESTION	RESPONSE	COMMENT / AREA TO ADDRESS
<b>DOCUMENT FORMAT</b>			
1	Does the document contain the following topics? <ul style="list-style-type: none"> <li>• Test Plan Identifier *</li> <li>• Introduction or Overview *</li> <li>• Test Items *</li> <li>• Features To Be Tested or Retested *</li> <li>• Features Not To Be Tested *</li> <li>• Test Approach/Strategy *</li> <li>• Pass/Fail Criteria *</li> <li>• Suspension and Resumption Criteria *</li> <li>• Test Deliverables *</li> <li>• Testing Tasks *</li> <li>• Environmental Needs *</li> <li>• Roles and Responsibilities *</li> <li>• Schedule *</li> <li>• Staffing and Training Needs *</li> <li>• Defect Reporting *</li> <li>• Metrics and Reporting *</li> <li>• Risks and Contingencies *</li> <li>• Approvals *</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Has the test plan been reviewed, approved, and signed-off?*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

ITEM #	QUESTION	RESPONSE	COMMENT / AREA TO ADDRESS
<b>INTRODUCTION/OVERVIEW</b>			
1	Does the Introduction or Overview include the objectives of the testing effort? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Does the Introduction or Overview include or reference the background of the project? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Does the Introduction or Overview have a glossary?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Does the Introduction or Overview include the scope of the testing effort? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5	Are the project test dependencies, assumptions, and constraints identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6	Do the dependencies, assumptions, and constraints match the overall project plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7	Does the test plan describe the mechanism for test stakeholder communication during the project? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8	Does the test plan have a unique test identifier to keep track of the most current document version? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>TEST ITEMS</b>			
1	Are all functions, user screens, and navigation to be tested identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Are references to other documents (e.g., requirements) including their version level documented in the test plan (e.g., hyperlink)?*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Are Business Processes to be tested identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Are System Interfaces to be tested identified?*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5	Are all test items appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>FEATURES TO BE TESTED OR RETESTED</b>			
1	Are the features to be tested or retested identified (e.g., reporting, data conversion, and end-to-end process)? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

ITEM #	QUESTION	RESPONSE	COMMENT / AREA TO ADDRESS
<b>FEATURES NOT TO BE TESTED</b>			
1	Are reasons given for not testing these features? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Are the reasons for "features not to be tested" valid?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>TEST APPROACH/STRATEGY</b>			
1	Is the test approach explained? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Are the entry criteria for each test phase documented? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Are the exit criteria for each test phase documented? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Is the test verification approach explained (e.g., code reviews, review sessions)? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5	Are the build sequences for the product to be tested identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6	Are the levels of testing to be done identified (e.g., unit, module, object, integration, usability, system)? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7	Are the different types of system level tests identified (e.g., Ad-Hoc, Functional, Algorithmic, Database, Recovery, Security, Safety)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8	Are tests planned to address every requirement including non-functional requirements? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9	Are test automation plans identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10	Are performance tests planned and identified?*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11	For each interface, is an interface test identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
12	Are regression tests planned throughout the test phase? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13	For each test level, are appropriate tools identified (e.g., static analyzer, debugger, capture/playback, simulators, terminals, storage)? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

ITEM #	QUESTION	RESPONSE	COMMENT / AREA TO ADDRESS
14	Are reliability tests planned? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15	Are load and stress tests planned? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
16	Is operational testing planned? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17	Is there a plan to validate documentation? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
18	Is there an installation test planned? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
19	Is there a plan to test upward or downward compatibility? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
20	Does the plan discuss use of external testing services, customers, contractors, or third party testers? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
21	Is the test approach suitable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>PASS/FAIL CRITERIA</b>			
1	Does the plan discuss how the pass/fail criteria for tests will be determined? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Does the plan discuss how expected results will be determined?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Does the plan discuss how disputes will be arbitrated? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Are the criteria reasonable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>SUSPENSION AND RESUMPTION CRITERIA</b>			
1	Does the plan discuss under what conditions testing will be suspended? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Does the plan discuss under what conditions testing will be resumed? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Does the plan identify the resource(s) that is (are) authorized to suspend testing efforts? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Does the plan identify the resource(s) that is (are) authorized to resume test activities resulting from the suspension of testing? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5	Does the plan identify exit criteria for each test phase (i.e., release to customer, release to beta sites, and release from development to test)? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6	Are the suspension criteria and the	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



ITEM #	QUESTION	RESPONSE	COMMENT / AREA TO ADDRESS
	resumption criteria reasonable?		
<b>TEST DELIVERABLES</b>			
1	Does the plan identify all deliverable items (e.g., test design, test procedures, test reports)? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Are dates assigned to the test deliverables? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Is a responsible individual assigned for each test deliverable? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>TESTING TASKS</b>			
1	Are all testing tasks identified (i.e., test planning, test case design, test procedure (script) design, test reporting, test result analysis, test reviews, trend analysis)? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Are individuals responsible for the testing tasks identified and available? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Is entrance and exit criteria described for each test cycle? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>ENVIRONMENTAL NEEDS</b>			
1	Is all hardware required to conduct testing identified in the plan (e.g., terminals, servers, networks, communication devices, printers, peripheral devices, emulators)? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Is hardware scheduled to be set up and debugged prior to the needed dates?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Is all software needed to conduct testing identified in the plan (i.e., applications, operating systems, communication software, support software, simulators)? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Are any security devices needed to conduct testing identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5	Are all publications and standards necessary to conduct testing identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6	Has the support group been identified and available to maintain the test environment and tools (e.g., server, network, database,	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

ITEM #	QUESTION	RESPONSE	COMMENT / AREA TO ADDRESS
	application, desktop, data conversion hardware)? *		
7	Has configuration and release management and support been considered in the test plan? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8	Has support for an incident tracking tool been identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9	Is the required environment available and reasonable (e.g., unit test, system test, integration test, performance test, user acceptance test, training)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10	Is the source of required test data identified?*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11	Are test environments planned? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
12	Is the test lab or test facility identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13	Is the required test data available and reasonable to begin testing (e.g., masked data, validated data, adequate number of test data for test execution, adequate volume of test data to ensure test coverage)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>ROLES AND RESPONSIBILITIES</b>			
1	Have test stakeholder roles, responsibilities, and communication plans been clearly documented in the test plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Are the responsibilities of the development group identified during the test phase? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Are the responsibilities of the test group identified during all project phases? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Are the responsibilities for configuration management identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5	Is the responsibility for staffing identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6	Is the responsibility for training, installation, and customer support identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7	Is the approval authority for each test level	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

ITEM #	QUESTION	RESPONSE	COMMENT / AREA TO ADDRESS
	identified? *		
8	If new tools are to be procured, is a selection and implementation plan identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>SCHEDULE</b>			
1	Has the test schedule been developed using industry standards or prior performance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Is there a plan to determine when testing is complete? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Are development code baselines controlled separately from the baseline under test? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Is the test schedule consistent with the project plan? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5	Has the test schedule been reviewed and resource loaded to account for the test effort? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6	Has the test schedule been approved and baselined? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>STAFFING AND TRAINING NEEDS</b>			
1	For each test level, are the human resources and skills required for the project clearly identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Has training been identified to provide staff with the necessary testing skills (e.g., testing methodology, product technology, testing tools, inspections)? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Has a test artifact repository been identified in the plan? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>DEFECT REPORTING</b>			
1	Does the plan discuss how defects will be reported and tracked before and after product release? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Does the plan discuss a mechanism to resolve disputes that may arise over	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

ITEM #	QUESTION	RESPONSE	COMMENT / AREA TO ADDRESS
	defects?*		
3	Are adequate resources planned to repair defects?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Is defect fix verification planned?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5	Are periodic regression tests planned?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6	Does the plan discuss how defects will be opened and closed? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7	Does the plan describe defect classification and status (e.g., open, closed, deferred) for trend analysis purposes? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>METRICS AND REPORTING</b>			
1	Does the plan describe the project's process for test monitoring and reporting activities?*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Does the plan identify the specific metrics for monitoring the project's test progress? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Do the metrics align with the project's test approach, goals, and objectives? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Are the metrics quantifiable to determine whether the project's test approach, goals, and objectives were achieved? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>RISKS AND CONTINGENCIES</b>			
1	Is time allocated to re-test defect fixes made to the code? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Are contingency plans included? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Have the required resources for deliverable approval and sign-off been identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Have the project test risks been identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5	Has a contingency/mitigation strategy been identified to address each project's test risk?*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6	Have the software testing risks been identified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7	Has a contingency/mitigation strategy been identified to address each software test risk?*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

ITEM #	QUESTION	RESPONSE	COMMENT / AREA TO ADDRESS
8	Have the product's test risk been identified (i.e., quality)? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9	Has a contingency/mitigation strategy been identified to address each product's test risk (i.e., quality)? *	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	