**Project scope and main goals** – the main goals of the project, a brief description of the goals of developing the application/product (up to 15 sentences). So that anyone can quickly get acquainted and understand what kind of application it will be and what it is for. The project goal provides the link between the project and its direct project objective.

**Requirements to be tested** – a list of requirements for testing (for a participant or a team). This list without recesses is “superficial”, the main functions are shown. + Briefly indicate the types of testing

**Requirements NOT to be tested** – features that we do not test for certain reasons (for example, another team is responsible for them). The team does this to share responsibilities and duties.

**Test strategy and approach** – mandatory in business terms. Describes how we test. With the help of what methods, approaches, types of testing, tools, etc. This takes up most of the test plan (sometimes there are two different documents, and sometimes there is only a test strategy). As a separate document, it includes certain points: requirements/ what we test/do not test / types, testing phases / risks, etc.

**Criteria** – conditions by which the customer will understand whether the product is ready or not (in terms of quality). As a rule, it includes indicators for defects, their severity, the lifetime of defects, where they were found

\* Entry criteria - a set of conditions for the official launch of a specific task.  
\* Acceptance Criteria - Criteria that a component or system must meet in order to be accepted by the customer.

**Resources** – indicate the tools that are needed to work (test) our product (software, hardware, people, money, time, …). Such as: computer, monitor, laptop, camera, accessories, etc.

**Schedule** – a calendar where the deadlines of our tasks are scheduled. Compiled approx. The difference can be from a few days to several months (depending on the length of our schedule)

**Roles and responsibilities** – it`s a list of all the people on the project, their positions and what they will do. So that everyone knows who does what and who to contact in case of problems to solve them

**Risk evaluation** - a list of risk situations that the team may encounter during work and what to do with them. Sick leave, computer breakdown, other accessories for work, etc.

**Documentation** – a list of documents (basic: checklists, test cases, bug reports and other reports). Also, who should make them and the deadline for preparation

**Metrics** - A measurement scale of the quality of our testing. For example, the number of covered defects, how many defects are not defects, how many defects in general, etc. (Оften team does it for customers, so that they would monitor the quality of the product)