[Project Name]

**Acceptance**

| **Business Owner & Stakeholders** | **Approved/Not Approved** | **Signature** | **Title** | **Date** |
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**Version Control**

| **Version** | **Name** | **Title** | **Contact Details** | **Date** | **Summary of Changes** |
| --- | --- | --- | --- | --- | --- |
| [Version] | [Name of Author] | [Title] | [Email Address] | [Date] | [Insert a description of the changes made to the document and the reasons for the change] |
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**Document Details**

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**Related Documents**

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# Introduction

*[Provide an overview of the project and the product test strategy, a list of testing deliverables, the plan for development and evolution of the Test Plan, reference material, and definitions and acronyms used in the Test Plan]*

## Objectives

*[Describe, at a high level, the scope, approach, resources, and schedule of the testing activities. Provide a concise summary of the test plan objectives, the products to be delivered, major work activities, major work products, major milestones, required resources, and high-level schedules, budget, and effort requirements.]*

## Testing Strategy

Testing is the process of analysing a software item to detect the differences between existing and required conditions and to evaluate the features of the solution. All testing activities will be conducted according to ITS Business Service Specification - *“ITS Testing Framework & Service Management Function”*.

Components of the test plan will include:

* Purpose for this level of test,
* Items to be tested,
* Features to be tested,
* Features not to be tested,
* Management and technical approach,
* Pass / Fail criteria,
* Individual roles and responsibilities,
* Milestones,
* Schedules, and
* Risk assumptions and constraints.
* *[Any other components deemed necessary to the testing of the specific solution]*

## Scope

*[Specify the plans for producing both scheduled and unscheduled updates to the Test Plan (change management), methods for distribution of updates along with version control and configuration management requirements.]*

## Reference Material

*[Provide a complete list of all documents and other sources referenced in the Test Plan. Reference to the following documents (when they exist) is required for the high-level test plan:*

* *Project authorization & required signoffs,*
* *Project plan,*
* *Quality assurance plan,*
* *Configuration management plan,*
* *Organization policies and procedures, and*
* *Relevant standards.]*

## Definitions and Acronyms

*[Specify definitions of all terms and organisation acronyms required to properly interpret the Test Plan.]*

# Test Items

*[Specify the test items included in the plan. Supply references to the following item documentation:*

* *Requirements specification,*
* *Design specification,*
* *Users guide,*
* *Operations guide,*
* *Installation guide,*
* *Features (availability, response time),*
* *Defect management procedures, and*
* *Verification and validation plans*
* *Any other relevant material.]*

## Program Modules/Releases/Builds/Patches

*[Outline testing to be performed by the developer for each module being built]*

# Features to be Tested

*[Identify all software features and combinations of software features to be tested. Identify the test design specifications associated with each feature and each combination of features.]*

# Features not to be Tested

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

# Approach

*[Describe the overall approaches to testing. The approach should be described in sufficient detail to permit identification of the major testing tasks and estimation of the time required to do each task. Identify the types of testing to be performed along with the methods and criteria to be used in performing test activities. Describe the specific methods and procedures for each type of testing. Define the detailed criteria for evaluating the test results.]*

*[For each level of testing there should be a test plan and the appropriate set of deliverables (separate test plans for each level is required only if the test undertaken for each level is comprehensive enough to warrant a separate document). Identify the inputs required for each type of test. Specify the source of the input. Also, identify the outputs from each type of testing and specify the purpose and format for each test output. Specify the minimum degree of comprehensiveness desired. Identify the techniques that will be used to judge the comprehensiveness of the testing effort. Specify any additional completion criteria (e.g., error frequency). The techniques to be used to trace requirements should also be specified.]*

# Pass/Fail Criteria

*[Specify the criteria to be used to determine whether each item has passed or failed testing. Include specification of the criteria used to suspend all or a portion of the testing activity on test items associated with the plan, specifications of conditions that need to be met to resume testing activities after suspension and specification of conditions that need to be met to approve test results.]*

# Testing Process

*[Identify the methods and criteria used in performing testing activities. Define the specific methods and procedures for each type of test. Define the detailed criteria for evaluating test results. Identify the set of tasks necessary to prepare for and perform testing activities. Identify all intertask dependencies and any specific skills required.]*

## Responsibilities

*[Identify the groups responsible for managing, designing, preparing, executing, witnessing, checking, and resolving test activities.]*

## Schedule

*[Identify the high level schedule for each testing task. Establish specific milestones for initiating and completing each type of test activity, for the development of a comprehensive plan, for the receipt of each test input, and for the delivery of test output. Estimate the time required to do each test activity]*

# Environmental Requirements

*[Specify both the necessary and desired properties of the test environment including the physical characteristics, communications, mode of usage, and testing supplies. Also provide the levels of security required to perform test activities. Identify special test tools needed and other testing needs such as plans for training, support, etc. Identify the source of all needs that is not currently available to the test group.]*

# Assumptions and Constraints

*[Identify assumptions and constraints associated with testing tasks.]*

# Risks

*[Identify risks associated with testing tasks including schedule, resources, approach and documentation. Specify a mitigation plan for each risk factor and complete and include the risk register in the plan.]*

# Change Management Process

*[Identify the test plan change management process. Define the change initiation, change review, and change authorisation process.]*