[Project Name]

**Acceptance**

| **Business Owner & Stakeholders** | **Approved/Not Approved** | **Signature** | **Title** | **Date** |
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**Distribution List**

It is the responsibility of those listed below to help ensure their resources are aware of changes detailed in this document for compliance purposes.

| **Name** | **Position** |
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**Author**: [Name], Test Analyst, ITS

**Version**:

**Date**: 31 October 2013

**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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| **Functionality** | **Levels of Testing** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Smoke Testing** | **Sanity Testing** | **Systems Integration Testing** | **Regression Testing** | **Load Testing** | **Performance Testing** | **Stress/Stability Testing** | **Data Conversion Testing** | **Production Verification Testing** |
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| **Total hours** |  |  |  |  |  |  |  |  |  |

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