*<Project Name>*

Test Plan

*<mm/dd/yyyy>*

*Note to the Author*

[This document is a template of a **Test Plan** document for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.

* Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.
* Blue italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular project.
* Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.

When using this template for your project document, it is recommended that you follow these steps:

1. Replace all text enclosed in angle brackets (i.e., <Project Name>) with the correct field values. These angle brackets appear in both the body of the document and in headers and footers. To customize fields in Microsoft Word (which display a gray background when selected):
   1. Select File>Properties>Summary and fill in the Title field with the Document Name and the Subject field with the Project Name.
   2. Select File>Properties>Custom and fill in the Last Modified, Status, and Version fields with the appropriate information for this document.
   3. After you click OK to close the dialog box, update the fields throughout the document with these values by selecting Edit>Select All (or Ctrl-A) and pressing F9. Or you can update an individual field by clicking on it and pressing F9. This must be done separately for Headers and Footers.
2. To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Body Text.
3. To update the Table of Contents, right-click and select “Update field” and choose the option- “Update entire table”
4. Before submission of the first draft of this document, delete this “Notes to the Author” page and all instructions to the author, which appear throughout the document as blue italicized text enclosed in square brackets.]

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# Introduction

## Purpose of The Test Plan Document

[Provide the purpose of the Test Plan Document. This document should be tailored to fit a particular project’s needs.]

The Test Plan document documents and tracks the necessary information required to effectively define the approach to be used in the testing of the project’s product. The Test Plan document is created during the Planning Phase of the project. Its intended audience is the project manager, project team, and testing team. Some portions of this document may on occasion be shared with the client/user and other stakeholder whose input/approval into the testing process is needed.

# Non-Functional Testing

## Test Risks / Issues

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

## Items to be Tested

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

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| **Item to Test** | **Test Description** | **Test Date** | **Responsibility** |
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## Test Approach(s)

[Describe the overall testing approach to be used to test the project’s product. Provide an outline of any planned tests.]

## Criteria Tested Against

*[Describe any regulations or mandates that the system must be tested against.]*

## Test Pass / Fail Criteria

[Describe the criteria used to determine if a test item has passed or failed its test.]

## Test Deliverables

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

# Functional Testing

## Test Risks / Issues

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

## Items to be Tested

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

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## Test Approach(s)

[Describe the overall testing approach to be used to test the project’s product. Provide an outline of any planned tests.]

## Criteria Tested Against

*[Describe any regulations or mandates that the system must be tested against.]*

## Test Pass / Fail Criteria

[Describe the criteria used to determine if a test item has passed or failed its test.]

## Test Deliverables

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

# Performance Testing

## Test Risks / Issues

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

## Items to be Tested

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

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| **Item to Test** | **Test Description** | **Test Date** | **Responsibility** |
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## Test Approach(s)

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## Criteria Tested Against

*[Describe any regulations or mandates that the system must be tested against.]*

## Test Pass / Fail Criteria

[Describe the criteria used to determine if a test item has passed or failed its test.]

## Test Deliverables

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

# System Testing

## Test Risks / Issues

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

## Items to be Tested

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

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| **Item to Test** | **Test Description** | **Test Date** | **Responsibility** |
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## Test Approach(s)

[Describe the overall testing approach to be used to test the project’s product. Provide an outline of any planned tests.]

## Criteria Tested Against

*[Describe any regulations or mandates that the system must be tested against.]*

## Test Pass / Fail Criteria

[Describe the criteria used to determine if a test item has passed or failed its test.]

## Test Deliverables

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

# User Acceptance Testing

## Test Risks / Issues

[Describe the risks associated with product testing or provide a reference to a document location where it is stored. Also outline appropriate mitigation strategies and contingency plans.]

## Items to be Tested

[Describe the items/features/functions to be tested that are within the scope of this test plan. Include a description of how they will be tested, when, by whom, and to what quality standards. Also include a description of those items agreed not to be tested.]

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| **Item to Test** | **Test Description** | **Test Date** | **Responsibility** |
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## Test Approach(s)

[Describe the overall testing approach to be used to test the project’s product. Provide an outline of any planned tests.]

## Criteria Tested Against

*[Describe any regulations or mandates that the system must be tested against.]*

## Test Pass / Fail Criteria

[Describe the criteria used to determine if a test item has passed or failed its test.]

## Test Deliverables

[Describe the deliverables that will result from the testing process (documents, reports, charts, etc.).]

# Approval

The undersigned acknowledge they have reviewed the *<Project Name>* **Test Plan** document and agree with the approach it presents. Any changes to this Requirements Definition will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are required. Examples of such individuals are Business Steward, Technical Steward, and Project Manager. Add additional signature lines as necessary.]

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| Signature: |  | Date: |  |
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| Title: |  |  |  |
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