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Business Analysts Pty Ltd

Test Plan Document

<<Project Name>>

 Improve | Innovate | Digitise

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**Document Controls**

**Project Information**

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| Organisation | << Organisation Name >> |
| **Project Sponsor** | << Project Sponsor >> |
| **Project Name** | << Project Name >> |
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**Version History**

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| Version | Date | Nature of Amendment | Changed By |
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***Template Usage Guidelines***

***The text mentioned below is to be used as a reference guide while completing this document. Remove this section/page after completing/before-publishing this document.***

1. *The dark blue text represents help/instructional text in the template – please remove it from the final version and/or before publishing the document.*
2. *Please do not remove any section(s) from this document unless otherwise specified.*
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5. *Do not forget to update the table of contents figures and caption tables (Reference tab in MSWord) once the document is complete.*
6. *Introduce naming conventions as required for traceability purposes.*
7. Introduction

Provide an overview of this document in this section

*For example: The purpose of this document is to provide detailed information about the testing phase. This document details out the scope of testing, requirement of resources, testing strategy along with testing schedule. Plans for communication and reporting, and measurement have also been provided in this Test Plan. Assumptions and dependencies related to the testing phase have been provided for the purpose of identifying and mitigating risks. The process for logging and tracking bugs to closure is also described here*

* 1. Purpose

The purpose of this Test Plan is to define the overall approach that will be taken by the Test Team when delivering testing services to all of the projects within the business.

I.e. *The purpose of this Test plan is to define the overall approach that will be taken by the Test Team when delivering testing services to all of the projects within the business.*

* 1. Glossary of Terms

Add the Glossary for definitions of company/project specific terminology

* 1. Scope of testing

This is a mandate section. The scope of testing needs to be clearly defined. The plan should define items / features that are in scope or out of scope for the testing phase.

For example: Performance testing is in scope while functionality testing is out of the scope for this phase of the project.

* 1. Milestones

*List down all the minor and major milestones along with planned start and end dates.*

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Planned Start Date** | **Planned End Date** |
| **Milestone 1** |  |  |
| **Milestone 2** |  |  |
| **Milestone n** |  |  |

* 1. Deliverables

*List down all the deliverables from the testing phase along with their acceptance criteria.*

|  |  |
| --- | --- |
| **Deliverable** | **Acceptance Criteria** |
| **Deliverable 1** |  |
| **Deliverable 2** |  |
| **Deliverable n** |  |

1. Resources
	1. Hardware

List down the hardware requirements for the testing phase*.*

1.
2.
3.
4.
5. 1. Environment details

Provide a list of the various environments that will be used for the testing phase along with their purpose and configuration details.

* 1. Testing tools

Provide a list of the tools that are required for this phase.

* 1. Team composition

List down the names of the team members who will be involved in the testing phase, along with their roles and responsibilities*.*

1. Test Strategy

Describe the testing strategy which will be followed in the project. Also, define the different types testing.

* 1. Types of testing

List out different types of testing that will be conducted in the testing phase. Elaborate the different testing specifications given by the customer and provide details on how different types of testing would be conducted.

For Example:

Performance testing - The objective of this testing will be to ensure that application is able to handle 100 users and each page loads within 3 seconds. Load Runner will be used to perform this testing. Test scripts will be prepared in advance and will be shared with the customer for approval. Performance testing will commence once functional testing has been completed.

* 1. Entry and Exit Criteria

Write down the entry and exit criteria of the testing phase.

For example:

Entry Criteria**:**

* Development has been completed for the features to be tested
* Test data and test environment are available for testing
* Approved test cases are available
* Trained personnel to conduct testing are available

Exit criteria:

* All test cases have been executed and passed
* OR Testing window as per planned schedule has elapsed
* OR System acceptance criteria have been met.
	1. Suspension and Resumption Criteria

Use this section to write down the suspension and Resumption during the testing phase.

For example:

Suspension Criteria - Testingcan be suspended when

* There are showstopper defects and it’s not feasible to conduct testing
* Test environment is not available due to technical problems

In such scenarios, testing team will suspend testing and work on alternate tasks.

Resumption Criteria - Testing can be resumed only when

* Situation due to which testing was suspended has improved and it is feasible to go ahead with the testing activities.
	1. System Acceptance Criteria

Use this section to describe the system acceptance criteria based on which the project acceptance will be received.

For example:

1. During UAT testing, there should not be more than
* 2 defects with high 5 severity
* 5 defects with Medium severity
* 10 defects with low severity
1. At the end of UAT, there should be no open defects.
2. System is in use by end user without any interruption for at least 7 days.

4. Test Approach

* 1. Test Schedule

Use this section to document the detailed test plan.

This would include a detailed work breakdown structure (WBS) of all activities related to testing along with resources*.*

*{Attach WBS in the appendix and provide reference here.}*

* 1. Test Design

Use this section to document the procedure for preparing test cases.

Explain the various fields of the test cases. Expand this section to include the process for review and approval of test cases and how the documents will be shared among stakeholders.

{Attach format of test cases in the appendix and provide reference here.}

* 1. Test Execution

Use this section to detail the process that will be followed for testing - how testing would be conducted, and how testing results would be captured and shared.

*{Attach format of test log, test report in the appendix and provide reference here.}*

1. Bug Tracking Process

Use this section to describe the process for recording bugs found during the various testing cycles and the workflow for tracking these bugs to closure. This section would also provide details as per the sections below

* 1. Bug tracking tool

Mention the tool to be used for bug tracking

* 1. Bug reporting

Provide details of the various fields against which information needs to be entered while reporting a bug.

* 1. Bug lifecycle

For example: New/raised 🡪 open/assigned 🡪 resolved/fixed 🡪closed/verified. Also, specify who will be responsible for conducting triage meetings and how any conflicts will be resolved.

1. Reporting and Communication Plan

Write down the reporting and communication plan for the testing phase. Identify Key contact personnel from both on-site and off-shore teams and representatives from the client side. In this section also provide the following details:

Frequency of reporting

*{Attach format of reporting template in the appendix and provide reference here.}*

1. Measurement Plan

List down the metrics that will be used to track the progress of the testing phase and assess whether the objectives of this phase have been met or not.

|  |  |  |
| --- | --- | --- |
| **Metrics** | **Definition** | **Goal** |
|  |  |  |
|  |  |  |

1. Assumptions and Dependencies

List out the assumptions and dependencies associated with this phase and any risks that may exist pertaining to these. For each major risk, provide a mitigation plan. Document the risks in the project’s Risk Register.

1. Responsibility Matrix

Mention the resources responsible for delivering the various testing activities. Below is the sample responsibility matrix *-*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Activity*** | ***Product Manager*** | ***Development******Manager*** | ***Test Manager*** | ***Test Engineer*** |
| Provision of Technical Documents | X | X |  |  |
| Test Planning and Estimation |  |  | X | X |
| Review and Sign off Test Plan | X | X | X |  |
| Testing Documentation |  |  | X | X |
| Test Preparation and Execution |  |  |  | X |
| Test Environment Set-up |  |  |  | X |
| Change Control of Test Environments |  |  | X | X |
| Provision of Unit Tested Test Items |  | X |  |  |
| Bug fixes and return to the Test Team for re-test |  | X |  |  |
| Product Change Control | X | X | X |  |
| Ongoing Test Reporting |  |  | X | X |
| Test Summary Reporting |  |  | X |  |

1. Risks and Contingencies

Mention the risks and contingencies related to the project. Refer the below table for an example:

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Risk*** | ***Mitigation Strategy*** | ***Impact*** |
| *1* | Delays in delivering completed Test Items from Development would impact test timescales and final Release quality | Product Management and Development to advise of any delays and adjust Release Scope of Resources to allow the test activities to be performed. | High |
| *2* | Delays in the turnaround time for fixing critical bugs, which would require re-testing, could have an impact on the project dates. | Strong management of bug resolution would be required from Development to ensure bugs are fixed and available for re-testing in the scheduled time. | High |
| *3* | The Test Team, Development or PM teams require domain guidance from one or the other and they are not available. This would delay project activities. | The Test Team, Development and PM teams to ensure they are available at critical points or contactable during the project activities. | Medium |
| *4* | Features of Test Items will not be testable. | The Test Team will record untested features and request the PM to assess business risk in support of the release of untested features. | Low |
| *5* | Unexpected dependencies between Test Items and service components are encountered that require revision of Test Scenarios and related Test Cases. | Information about dependencies is updated and communicated promptly to allow timely revision of Test Scenarios and Test Cases | Low |

1. Approvals

Document the resources for the approval of the document. Refer the below table for example:

|  |  |
| --- | --- |
| ***Approval By*** | ***Approval*** |
| *Test Manager* |  |
| *The Test Department Manager* |  |
| *Product Owner* |  |
| *Development Manager* |  |
| *Project Manager* |  |