**Purpose of the Document**

Use the Test Plan document to describe the testing approach and overall framework that will drive the testing of the project.

***Template Instructions***

*Note that the information in italics is guidelines for documenting testing efforts and activities. To adopt this template, delete all italicized instructions and modify as appropriate*

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# Introduction

## Purpose

*Provide a summary of the test strategy, test approach, execution strategy and test management.*

## Project Overview

*A summary of the project, product, solution being tested.*

# Scope

## In-Scope

*Describes what is being tested, such as all the functions/features of a specific project/product/solution.*

*Specify interfaces, process, workflow, vendor integration.*

## Out-of-Scope

*Identify all features and combinations of features which will not be tested and the reasons.*

# Testing Strategy

## Test Objectives

*Describe the objectives. Define tasks and responsibilities.*

*Example:*

*The registrar office should test the registration workflow.*

## Test Assumptions

*List the key assumptions of the project and the test plan.*

## Data Approach

*Describe the approach on the test data maintained in QA environments for functional and user acceptance testing.*

## Level of Testing

*List the types of testing to be performed*.

|  |  |  |
| --- | --- | --- |
| **Test Type** | **Description** | **Responsible Parties** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Unit Testing

*Specify what features are to be tested.*

Participants:

|  |  |  |
| --- | --- | --- |
| **Tester’s Name** | **Department/ Area** | **Role** |
|  |  | Test Manager |
|  |  | Test Lead |
|  |  | Test Analyst |

## Functional Testing

*Specify what features are to be tested.*

Participants:

|  |  |  |
| --- | --- | --- |
| **Tester’s Name** | **Department/ Area** | **Role** |
|  |  | Test Manager |
|  |  | Test Lead |
|  |  | Test Analyst |

## User Acceptance Testing

*Specify what features are to be tested.*

Participants:

|  |  |  |
| --- | --- | --- |
| **Tester’s Name** | **Department/ Area** | **Role** |
|  |  | Test Manager |
|  |  | Test Lead |
|  |  | Test Analyst |

## Regression Testing

*Specify what features are to be tested.*

Participants:

|  |  |  |
| --- | --- | --- |
| **Tester’s Name** | **Department/ Area** | **Role** |
|  |  | Test Manager |
|  |  | Test Lead |
|  |  | Test Analyst |

# Execution Strategy

## Entry Criteria

* *The entry criteria refer to the desirable conditions in order to start test execution*
* *Entry criteria are flexible benchmarks. If they are not met, the test team will assess the risk, identify mitigation actions and provide a recommendation.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Entry Criteria** | **Test Team** | **Technical Team** | **Notes** |
| *Test environment(s) is available* | C:\Users\arxp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\7F9Z3IW4\MC900441310[1].png |  |  |
| *Test data is available* |  |  |  |
| *Code has been merged successfully* |  |  |  |
| *Development has completed unit testing* |  |  |  |
| *Test scripts are completed, reviewed and approved by the Project Team* |  |  |  |

## Exit criteria

* *The exit criteria are the desirable conditions that need to be met in order proceed with the implementation.*
* *Exit criteria are flexible benchmarks. If they are not met, the test team will assess the risk, identify mitigation actions and provide a recommendation.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Exit Criteria** | **Test Team** | **Technical Team** | **Notes** |
| *100% Test Scripts executed* | C:\Users\arxp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\7F9Z3IW4\MC900441310[1].png |  |  |
| *90% pass rate of Test Scripts* |  |  |  |
| *No open Critical and High severity defects* |  |  |  |
| *All remaining defects are either cancelled or documented as Change Requests for a future release* |  |  |  |
| *All expected and actual results are captured and documented with the test script* |  |  |  |
| *All test metrics collected based on reports from daily and Weekly Status reports* |  |  |  |
| *All defects logged in Defect Tracker/Spreadsheet* |  |  |  |
| *Test environment cleanup completed and a new back up of the environment* |  |  |  |

## Validation and Defect Management

* *Specify how test cases/test scenarios should be validated*
* *Specify how defect should be managed*
  + *It is expected that the testers execute all the scripts in each of the cycles described above.*
  + *The defects will be tracked through Defect Tracker or Spreadsheet.*
  + *It is the responsibility of the tester to open the defects, retest and close the defect.*

Defects found during the Testing should be categorized as below:

|  |  |
| --- | --- |
| **Severity** | **Impact** |
| *1 (Critical)* | * *Functionality is blocked and no testing can proceed* * *Application/program/feature is unusable in the current state* |
| *2 (High)* | * *Functionality is not usable and there is no workaround but testing can proceed* |
| *3 (Medium)* | * *Functionality issues but there is workaround for achieving the desired functionality* |
| *4 (Low)* | * *Unclear error message or cosmetic error which has minimum impact on product use.* |

# Environment Requirements

## Test Environments

* *Specify the test environment(s) requirements*
* *Specify the security requirements.*

# Significantly Impacted Division/College/Department

|  |  |  |
| --- | --- | --- |
| **Business Area** | **Business Manager** | **Tester(s)** |
|  |  |  |
|  |  |  |
|  |  |  |

# Dependencies

*Identify any dependencies on testing, such as test-item availability, testing-resource availability, and deadlines.*