**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*

Table of Contents

[1 Introduction 3](#_Toc515524393)

[1.1 Purpose 3](#_Toc515524394)

[1.2 Project Overview 3](#_Toc515524395)

[2 Scope 3](#_Toc515524396)

[2.1 In-Scope 3](#_Toc515524397)

[2.2 Out-of-Scope 3](#_Toc515524398)

[3 Testing Strategy 3](#_Toc515524399)

[3.1 Test Objectives 3](#_Toc515524400)

[3.2 Test Assumptions 3](#_Toc515524401)

[3.3 Data Approach 3](#_Toc515524402)

[3.4 Level of Testing 3](#_Toc515524403)

[3.5 Unit Testing 4](#_Toc515524404)

[3.6 Functional Testing 4](#_Toc515524405)

[3.7 User Acceptance Testing 4](#_Toc515524406)

[3.8 Regression Testing 5](#_Toc515524407)

[4 Execution Strategy 5](#_Toc515524408)

[4.1 Entry Criteria 5](#_Toc515524409)

[4.2 Exit criteria 6](#_Toc515524410)

[4.3 Validation and Defect Management 6](#_Toc515524411)

[5 Environment Requirements 7](#_Toc515524412)

[5.1 Test Environments 7](#_Toc515524413)

[6 Significantly Impacted Division/College/Department 7](#_Toc515524414)

[7 Dependencies 7](#_Toc515524415)

# 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.*