# **Test Plan Template**

This template is a step by step guide to help you create a test plan for your new product or software:

## **1. Introduction**

### **1.1 Purpose**

Explain the purpose of the test plan.

### **1.2 Scope**

Define the scope of testing, including what will be tested and what will not be tested.

### **1.3 Objectives**

List the objectives of the testing process.

### **1.4 References**

List any documents, standards, or guidelines that are referenced in this document.

## **2. Test Items**

### **2.1 Features to be Tested**

List the features and functionalities that will be tested.

### **2.2 Features Not to be Tested**

List the features and functionalities that will not be tested and provide reasons.

## **3. Testing Strategy**

### **3.1 Test Levels**

Describe the levels of testing that will be conducted (e.g., unit testing, integration testing, system testing, user acceptance testing).

### **3.2 Test Types**

Describe the types of testing that will be performed (e.g., functional testing, performance testing, security testing).

### **3.3 Test Approach**

Describe the overall approach to testing, including methods and techniques to be used.

### **3.4 Test Criteria**

Define the criteria for test acceptance and test exit (e.g., what constitutes a pass/fail result, when testing will be considered complete).

## **4. Test Environment**

### **4.1 Hardware**

Describe the hardware required for testing, including specifications and configurations.

### **4.2 Software**

Describe the software required for testing, including operating systems, browsers, and other tools.

### **4.3 Test Data**

Describe the test data that will be used and how it will be prepared.

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## **5. Test Schedule**

### **5.1 Test Phases**

Outline the phases of testing and their respective timelines.

### **5.2 Milestones**

List the major milestones and their expected completion dates.

## **6. Test Deliverables**

### **6.1 Deliverables**

List the deliverables that will be produced during testing (e.g., test plans, test cases, test scripts, test reports).

### **6.2 Reporting**

Describe how test results and progress will be reported.

## **7. Roles and Responsibilities**

### **7.1 Test Team**

Provide an organisational chart or list of the test team members and their roles.

### **7.2 Responsibilities**

Define the responsibilities of each test team member.

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## **8. Test Design**

### **8.1 Test Cases**

Describe the process for developing test cases, including the format and structure.

### **8.2 Test Scripts**

Describe the process for developing test scripts, including the format and structure.

### **8.3 Test Data**

Detail the process for creating and managing test data.

### **8.4 Traceability Matrix**

Describe how requirements will be traced to test cases to ensure coverage.

## **9. Risk Management**

### **9.1 Risks**

Identify potential risks associated with testing.

### **9.2 Mitigation Strategies**

Provide strategies for mitigating identified risks.

## **10. Configuration Management**

### **10.1 Test Configuration**

Describe how test configurations will be managed.

### **10.2 Version Control**

Describe the version control process for test artefacts.

## **11. Defect Management**

### **11.1 Defect Reporting**

Describe the process for reporting defects, including the tools and templates to be used.

### **11.2 Defect Tracking**

Describe how defects will be tracked and managed throughout the testing process.

### **11.3 Defect Resolution**

Define the process for resolving defects, including prioritisation and retesting.

## **12. Approval and Sign-Off**

### **12.1 Approval Criteria**

Define the criteria for approving and signing off on the test plan.

### **12.2 Sign-Off**

Include a section for obtaining sign-off from stakeholders.

**Signatures:**

| **Name** | **Role** | **Signature** | **Date** |
| --- | --- | --- | --- |
| [Stakeholder 1] | [Role] |  | [Date] |
| [Stakeholder 2] | [Role] |  | [Date] |
| [Stakeholder 3] | [Role] |  | [Date] |