



<PROJECT NAME>

TEST PLAN

Version <1.0>

<mm/dd/yyyy>

[Insert appropriate Disclaimer(s)]

VERSION HISTORY

*[Provide information on how the development and distribution of the **Test Plan**, up to the final point of approval, was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]*

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	<Author name>	<mm/dd/yy>	<name>	<mm/dd/yy>	Test Plan Template draft

UP Template Version: 12/31/07

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- *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.*
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 - b. *Select File>Properties>Custom and fill in the Last Modified, Status, and Version fields with the appropriate information for this document.*
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1 INTRODUCTION

1.1 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.

2 COMPATIBILITY TESTING

2.1 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.]

2.2 ITEMS TO BE TESTED / NOT 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.]

Item to Test	Test Description	Test Date	Responsibility

2.3 TEST APPROACH(S)

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

2.4 TEST REGULATORY / MANDATE CRITERIA

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

2.5 TEST PASS / FAIL CRITERIA

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

2.6 TEST ENTRY / EXIT CRITERIA

[Describe the entry and exit criteria used to start testing and determine when to stop testing.]

2.7 TEST DELIVERABLES

[Describe the deliverables that will result from the testing process (documents,

reports, charts, etc.).]

2.8 TEST SUSPENSION / RESUMPTION CRITERIA

[Describe the suspension criteria that may be used to suspend all or portions of testing. Also describe the resumption criteria that may be used to resume testing.]

2.9 TEST ENVIRONMENTAL / STAFFING / TRAINING NEEDS

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc.).]

3 CONFORMANCE TESTING

3.1 TEST RISKS / ISSUES

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4 FUNCTIONAL TESTING

4.1 TEST RISKS / ISSUES

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5 LOAD TESTING

5.1 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.]

5.2 ITEMS TO BE TESTED / NOT TESTED

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6 PERFORMANCE TESTING

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7 REGRESSION TESTING

7.1 TEST RISKS / ISSUES

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7.2 ITEMS TO BE TESTED / NOT TESTED

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7.3 TEST APPROACH(S)

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7.9 TEST ENVIRONMENTAL / STAFFING / TRAINING NEEDS

[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc.)]

8 STRESS TESTING

8.1 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.]

8.2 ITEMS TO BE TESTED / NOT 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.]

Item to Test	Test Description	Test Date	Responsibility

8.3 TEST APPROACH(S)

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

8.4 TEST REGULATORY / MANDATE CRITERIA

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

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[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc.).]

9 SYSTEM TESTING

9.1 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.]

9.2 ITEMS TO BE TESTED / NOT 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.]

Item to Test	Test Description	Test Date	Responsibility

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9.4 TEST REGULATORY / MANDATE CRITERIA

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10 UNIT TESTING

10.1 TEST RISKS / ISSUES

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11 USER ACCEPTANCE TESTING

11.1 TEST RISKS / ISSUES

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[Describe any specific requirements needed for the testing to be performed (hardware/software, staffing, skills training, etc.).]

TEST PLAN 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.]

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Appendix A: References

[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
<i><Document Name and Version Number></i>	<i>[Provide description of the document]</i>	<i><URL or Network path where document is located></i>

Appendix B: Key Terms

[Insert terms and definitions used in this document. Add rows to the table as necessary. Follow the link below to for definitions of project management terms and acronyms used in this and other documents.

<http://www2.cdc.gov/cdcup/library/other/help.htm>

The following table provides definitions for terms relevant to this document.

Term	Definition
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>