

System Name Test Plan

Identifier:

Test Plan Title

1. Test Plan Identifier.

This Test Plan shall be referred to by the following identifier:

Specify the unique identifier assigned to this Test Plan.

This Test Plan prescribes the scope, approach, resources, and schedule of the testing activities, and identifies the items being tested, the features to be tested, the testing tasks to be performed, the personnel responsible for each task, and the risks associated with this plan.

Any additional material referenced in this document must be attached. This document conforms to ANSI/IEEE Std 829-1983, Standard for Software Test Documentation.

2. Introduction.

Summarize the software items and software features to be tested. Include the level at which testing is to be performed (e.g., component, integration, system, acceptance). The need for each item and its history may be included.

References to the following documents, when they exist, are required in the highest-level test plan:

- (1) *Project Authorization*
- (2) *Project Plan*
- (3) *Quality Assurance Plan*
- (4) *Configuration Management Plan*
- (5) *Relevant policies*
- (6) *Relevant standards*
- (7) *In multilevel test plans, each lower-level plan must reference the next higher-level plan.*

3. Test Items.

Identify the test items including their version/revision level. Also specify characteristics of their transmittal media which impact hardware requirements or indicate the need for logical or physical transformations before testing can begin (for example, programs must be transferred from tape to disk).

Supply references to the following item documentation, if it exists:

- (1) *Requirements Specification*
- (2) *Design Specification*
- (3) *Users Guide*
- (4) *Operations Guide*
- (5) *Installation Guide*
- (6) *Reference any incident reports relating to the test items.*

File Retention Information

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Date Written: 09/10/09

Date Revised: 09/15/09

Date Printed: 03/25/10

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(7) *Items which are to be specifically excluded from testing may be identified.*

4. Features to be Tested.

Identify all software features and combinations of software features to be tested. Identify the test-design specification associated with each feature and each combination of features.

5. Features Not to be Tested.

Identify an features and significant combinations of features which will not be tested and the reasons.

6. Approach.

Describe the overall approach to testing. For each major group of features or feature combinations, specify the approach which will ensure that these feature groups are adequately tested. Specify the major activities, techniques, and tools which are used to test the designated groups of features.

The approach should be described in sufficient detail to permit identification of the major testing tasks and estimation of the time required to do each one. Specify the minimum degree of comprehensiveness desired. Identify the techniques which will be used to judge the comprehensiveness of the testing effort (for example, determining which statements have been executed at least once). Specify any additional completion criteria (for example, error frequency). The techniques to be used to trace requirements should he specified.

Identify significant constraints on testing such as test-item availability, testing-resource availability, and deadlines.

7. Item Pass/Fail Criteria.

Specify the criteria to be used to determine whether each test item has passed or failed testing.

8. Suspension Criteria and Resumption Requirements.

Specify the criteria used to suspend all or a portion of the testing activity on the test items associated with this plan. Specify the testing activities which must be repeated, when testing is resumed.

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9. Test Deliverables.

Identify the deliverable documents. The following documents should be included:

- (1) Test Plan
- (2) Test Design Specifications
- (3) Test Case Specifications
- (4) Test Procedure Specifications
- (5) Test Item Transmittal Reports
- (6) Test Logs
- (7) Test Incident Reports
- (8) Test Summary Reports
- (9) Test input data and test output data should be identified as deliverables
- (10) Test tools (for example, module drivers and stubs) may also be included

10. Testing Tasks.

Identify the set of tasks necessary to prepare for and perform testing. Identify all intertask dependencies and any special skills required.

11. Environmental Needs.

Specify both the necessary and desired properties of the test environment. This specification should contain: the physical characteristics of the facilities including the hardware, the communications and system software, the mode of usage (for example, stand-alone), and any other software or supplies needed to support the test. Also specify the level of security which must be provided for the test facilities, system software, and proprietary components such as software, data, and hardware.

Identify special test tools needed. Identify any other testing needs (for example, publications or office spare). Identify the source for all needs which are not currently available to the test group.

12. Responsibilities.

Identify the groups responsible for managing, designing, preparing, executing, witnessing, checking, and resolving. In addition, identify the groups responsible for providing the test items identified in Section 3 and the environmental needs identified in Section 11.

These groups may include the developers, testers, operations staff, user representatives, technical support staff, data administration staff, and quality support staff.

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13. Staffing and Training Needs.

Specify test staffing needs by skill level Identify training options for providing necessary skills.

14. Schedule.

Include test milestones identified in the Software Project Schedule as well as all item transmittal events.

Define any additional test milestones needed. Estimate the time required to do each testing task. Specify the schedule for each testing task and test milestone. For each testing resource (that is, facilities, tools, and staff), specify its periods of use.

15. Risks and Contingencies.

Identify the high-risk assumptions of the test plan. Specify contingency plans for each (for example, delayed delivery of test items might require increased night shift scheduling to meet the delivery date).

16. Approvals.

Specify the names and titles of all persons who must approve this plan. Provide space for the signatures and dates.

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