Sample Test Plan

1. **Introduction**   *(Describe problem to be solved by the application, including critical success factors. Available documentation such as a requirements specification should be listed.*

2. **High Level Functional Requirements** *A Requirements Traceability Matrix can be used to trace user requirements through development and testing. A template of this document is contained on the SME web page. Minimum system requirements for the software applications should also be defined and documented.*

3. **Exit Criteria** *(Include criteria for when to stop testing. Usually the capability of the system to satisfy all requirements must be verified. In addition, some ad hoc testing is advisable.*

4. **Test Deliverables** *(May include test plan, test scripts, test log, system summary report, defect report)*

5. **Test Environment** *(Describe main components of the test environment including hardware, firmware, software, and operating system. Request assistance from the DBA assigned to the project as required.)*

6. **Test Team** *(List testing participants and their role)*

7. **Test Schedule** *(The schedule should include information gathering, test planning, test execution/evaluation. More than one iteration of testing may be required. A project management tool such as Microsoft Project can format the schedule into a Gantt chart. Request assistance of the Project Leader as required)*

8. **Defect Recording/Tracking** *(A tool such as spreadsheet should be developed for recording defects and tracking status)*

9. **Issue Resolution** *(Define how testing issues will be tracked and resolved)*

10. **Approval** *(Define who needs to approve test deliverables. Approval can vary from formal sign off to informal review and comments)*