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Test Plan Template
Rev. 1.1 May 2013

Sample Document: For Evaluation Only

TEST PLAN

Project Name:	
Prepared by:	
Date (MM/DD/YYYY):	

The purpose of the Test Plan is to provide all of the information necessary to carry out and control the test effort. It provides an overview of testing activities (e.g. build test cases, track defects) and details specific types of testing that will be done (e.g., Unit Testing, Functional Testing, Load Testing, System Testing). It also describes what will be tested, the test environment, when testing will start and how to determine when testing is done. The Test Plan should be completed and approved well in advance of actual testing so that it can serve as the blueprint for all testing activities.

 Signifies inline help. Place your cursor over the symbol to see the text. While the inline help provided is focused on software testing, this Test Plan Template may be used for any type of project.

Note: In this sample document help text is displayed to the right of the main text.

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1. Testing Goals

Explain the purpose of testing in your project. List any test milestones you may have defined. 

Comment [.1]: List any of the following that may apply:

- Find and fix as many defects as possible
- Find as many defects as possible, but fix only the important ones
- Assess degree of risk to product quality and suggest appropriate actions
- Ensure that a standard is met
- Ensure that specifications are met (e.g. requirements, design or claims)
- Provide specific guidance about testing
- Fulfill process mandates



2. Items to be tested

List and describe the items that will be tested in your project. 

Comment [.2]: Provide a high-level list of items that will be tested. Include both deliverables of the project and any items that those deliverables rely on, e.g., computers, operating systems, browsers, third-party products, etc.

3. Outline of planned tests

List and describe the kinds of testing that you will use in your project.

3.1 Test 	Test Description 

Comment [.3]: Tests could include, for example, unit testing, user interface tests, functional tests, tests for load capacity, performance, security and access control, failover and recovery tests, configuration tests, installation tests, and interface tests, as well as regression tests, tests of training materials, documentation, new business process, etc.

3.2 Test Exclusions

Comment [.4]: For each test, indicate the test method that will be used and any specific tools that will be required.

Comment [.5]: List any forms of testing that might be expected but which will not be performed.

We have provided a portion of this template for your evaluation.
The complete template is available at www.cvr-it.com