State of Vermont

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Project Name

Test Plan

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Prepared By: (Your Name)

Date of Publication: mm/dd/yyyy

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# Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author(s) | Revision Notes |
| 1.0 |  | (Original author) |  |
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# Testing Approach

The approach for managing quality includes the Test Plan and three major processes (listed below): The Quality Plan (this document) is completed during the planning phase to validate that the major deliverables are completed with an acceptable level of quality.

## Completeness and Correctness Criteria:

The project team and major stakeholders should agree up front on when each major deliverable is complete and correct. The deliverables are then evaluated against these criteria before they are formally approved.

## Quality Assurance:

Quality assurance activities focus on the processes being used to manage and deliver the solution, and can be performed by an IS Manager, business sponsor, or a third-party reviewer.

## Quality Control:

Quality control activities are performed continually throughout a project to verify that project management and project deliverables are of high quality.

# Testing Standards

**List any testing standards that the company or organization has previously defined that this project will follow.** (Remove this comment section from final document.)

# Testing Tools

**List any testing tools that this project will utilize.** (Remove this comment section from final document.)

# Completeness and Correctness Criteria

The purpose of the completeness and correctness criteria is to work with the customer up front to define what it means for a deliverable to be considered complete and correct. Then, when you meet those terms, you would expect that the customer would indeed be happy. If you define the criteria and expectations up front, you will be much better able to meet the customer’s expectations. In other words, there should be no surprises. (Remove this comment section from final document.)

# Levels of Testing to be Performed

**Describe the different levels, on what platforms executed, and sequence (including any pre-requisites. For example, System, Unit, will be performed by the contractor and development staff on the DEV environment, while User Acceptance (UAT), and Regression testing will be executed on the TEST environment. Before Version x can be installed in Production, it must pass UAT in Test.** (Remove this comment section from final document.)

# Testing Procedures

**List the process this project will perform including steps to take, templates to use, minimum documentation and levels of approval expected, and location to archive results when finished. List how to document and escalate issues/defects when identified and re-testing to perform.** (Remove this comment section from final document.)

# Testing Roles and Responsibilities

|  |  |
| --- | --- |
| Role | Area(s) of Responsibilities |
| Testing Lead |  |
| Tester 1 |  |
| Tester 2 |  |
| Quality Reviewer |  |
| Testing Sign-off |  |

# Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name and Title | Signature | Date |
|  |  |  |  |
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