

<Insert Project Name>

## Test Plan

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Project Phase: **Planning and Design**

Customer: **<Insert Client Name>**

Document ID: **<Insert Document Identification Number>**

Name	Position Title	Organization	Signature	Date

# Test Plan

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## Document Purpose

This document outlines the test requirements of an initiative. It is to be utilised during the Planning and Design Phase and is to be compiled following the completion of the Business Requirements. This document includes the test phases relevant to the project, the requirements for the test environments, all test scenarios, and any entry & exit criteria.

## References

Document Name	Document Location	Author(s)

## Acronyms, Definitions and Abbreviations

Item	Description

## RASIC Chart

Name	Responsible	Approving	Supporting	Informed	Consulted

## Version History

Version	Author	Date Issued	Change Description

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## Distribution List

Name	Title	Review or Information

## Contacts

	Author	Customer
<b>Name:</b>		
<b>Title</b>		
<b>Organization:</b>		
<b>Address Line 1:</b>		
<b>Address Line 2:</b>		
<b>Address Line 3:</b>		
<b>Telephone:</b>		
<b>Email:</b>		

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# Test Plan

## 1. Introduction

### 1.1. Purpose

This document represents the detailed Test Plan for the <Insert Project Name> and it addresses all testing to be performed. The overall test requirements are defined with an integrated view of the project's test activities.

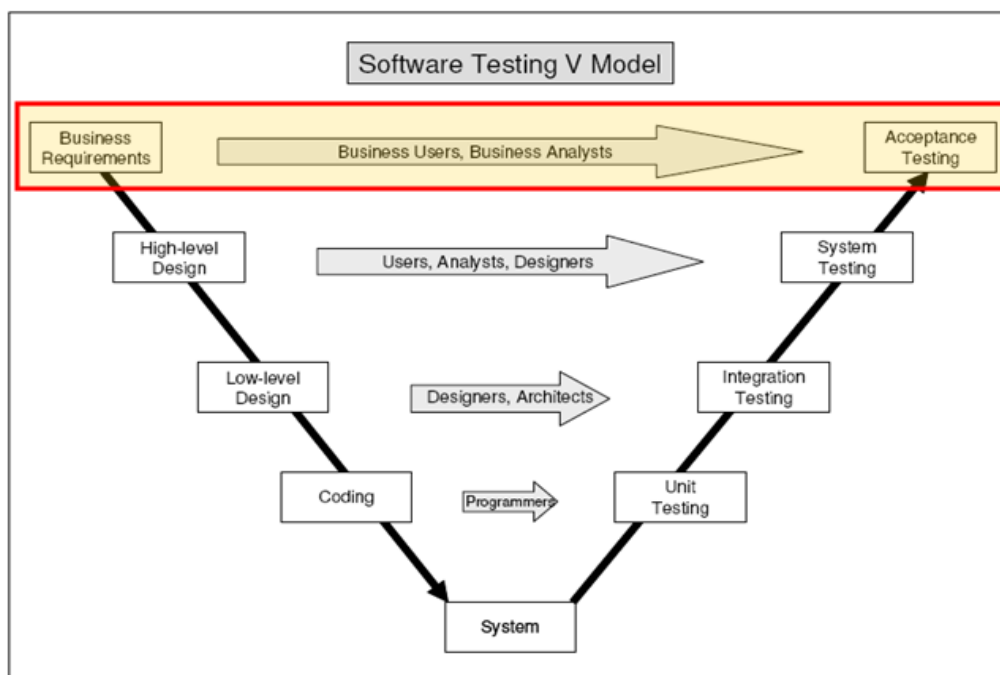
The Test Plan details what will be tested, how testing will be performed, what resources are needed, and when testing will take place.

This document is designed to consolidate stakeholder understanding of testing:

- Scope, focus areas and objectives
- Key responsibilities
- Entry and exit criteria
- Estimates
- Risks, issues, assumptions and dependencies
- Schedule and major milestones, and
- Deliverables

This document will serve to confirm that the system delivered to the user community has met all of the <Insert Project Name> business and functional requirements. Sign-off for this document implies that the stakeholders are satisfied that once this test plan has been executed, the resulting functionality will be considered fully tested and ready for implementation.

### 1.2. Test Methodology



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## 1.3. Test Deliverables

Deliverable	Target Date
Test Plan	
Functional Test Cases Scenarios	
Functional Test Cases	
Functional Test Sign Off	
User Acceptance Test Case Scenarios	
User Acceptance Test Cases	
User Acceptance Test Sign Off	

## 1.4. Testing Phases

Various testing phases (i.e. testing types) have been considered for inclusion in the project schedule. These phases will ultimately be followed by a User Acceptance Test phase.

Test Phase	Required Y/N
Unit	
System	
Integration	
Functional	
Data	
Performance	
Usability	
UAT	

# Test Plan

## 1.5. Assumptions

Assumption Number	Assumption Description
A1	Testing environments will be stable and readily available when required
A2	Technical and Development staff will be available when required
A3	Testing resources and business Subject Matter Experts (SMEs) will be available when required

## 1.6. Dependencies

External Dependency	Potential Impact	Responsible

## 2. Test Phase: Unit Testing

### 2.1. Testing Team Roles and Responsibilities

Role	Name	Responsibilities
Project Manager		<ul style="list-style-type: none"><li>• Agree on scope and exit criteria with client prior to commencing next testing phase</li><li>• Issue Test Plan for review</li><li>• Issue testing templates to testers</li><li>• Issue Test Logs</li></ul>
Business Analyst		<ul style="list-style-type: none"><li>• Set up test data</li><li>• Develop Test Cases</li><li>• Assist in execution of System</li></ul>

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Role	Name	Responsibilities
		<i>Testing</i> <ul style="list-style-type: none"><li>• <i>Create test plan</i></li></ul>
Developers		<ul style="list-style-type: none"><li>• <i>Assist in execution of testing</i></li></ul>
Business Lead / SME		<ul style="list-style-type: none"><li>• <i>Assign resources for test phases</i></li></ul>
Test Analyst		<ul style="list-style-type: none"><li>• <i>Create test plan</i></li><li>• <i>Create test cases</i></li><li>• <i>Identify data required for test</i></li><li>• <i>Test data set up</i></li><li>• <i>Manage test data set up</i></li><li>• <i>Execution of testing</i></li></ul>
Business SME		<i>Assist in execution of testing</i>

## 2.2. Test Case Scenarios

The following test case scenarios will be covered during testing:

Test Case Scenario	Scenario Description

## 2.3. Testing Objectives

Each test case scenario will be focussed towards the following objectives:

Test Case Scenario	Objective

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## 2.4. Test Case Naming Conventions

The naming convention for the test cases should be as follows:

UXXX\_YYYYY\_XXXXXXXXXXXXXXXXX\_999

**Where:**

UXXX represents the *Unit* test case scenario identifier

YYYYY represents the test case identifier (e.g. 00023)

XXXXXXXXXXXXXXXXX represents the title of the test (e.g. Log on to system)

999 represents the iteration number

For example, U001\_A0001\_LogonToSystem\_001 represents the first iteration of the 1st test in scenario F001. The test specifically addresses the 'log on to system' functionality.

## 2.5. Testing Protocol

### Testers

- Testers are to be provided with hard and soft copies of test scenarios and the test cases which correspond to the scenarios. Each test scenario will be represented by one or more Test Cases.
- Testers are to confirm that: they understand the testing to be carried out, all pre-conditions are met, all required test data is available, and that the system is accessible for testing
- Testers are to follow the test plan and record a pass or fail for each step. For any fail conditions, testers should raise this by completing a software defect log (i.e. Test Issue Log) form and forwarding this to the Test Analyst.

### Test Analyst / Business Analyst / Project Manager

- Test Analyst will distribute test plan, test scenarios and test cases.
- Test Analyst will receive defect logs and record them.
- Test Analyst will forward any defect logs to Technical Team.

## 2.6. Pass / Fail Criteria

Each test case will have specific criteria which need to be met in order to record a 'pass'. If criteria are not met, the test will be recorded as a 'fail'.

The Test Analyst / Project Manager / Business Analyst will review all failed tests, and associated reasons, in order to determine what action to take. For example, the decision may be:

- Raise defect with Technical Team. It should be noted that the item must be retested following defect correction
- Review and modify the original testing requirement

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- Mark as a 'fail' but continue to proceed with testing

## 2.7. Test Environment

The necessary environment requirements for successful testing are listed below:

## 2.8. Test Schedule

Testing Scenario	Start Date	End Date	Responsible

## 2.9. Test Data Setup

Data Setup	Start Date	End Date	Responsible

## 2.10. Defect Severity

Below is a table that describes how testing defects are to be categorised:

Rating	Impact	Description
S1	Critical	System down
S2	Key system function impaired	No Work-Around
S3	Key system function impaired	Work Around-Available
S4	System process successful but could be improved	Cosmetic changes

### Severity 1 Examples

*e.g. valid user unable to log on*

### Severity 2 Examples

*e.g. a screen does not display*

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## Severity 3 Examples

*e.g. call to retrieve quantity data does not work*

## Severity 4 Examples

*e.g. screen is difficult (not intuitive) to navigate*

## 2.11. Halting and Restarting Testing

Testing will be suspended when one or more Severity 1 or 2 defects have been identified or when more than <50%> of the remaining test cases are impacted.

Testing will resume when a fix for the defect(s) has been implemented in the test environment and the fix has been tested successfully. Successful regression testing and specific unit testing will take place before full testing will recommence.

## 2.12. Entry and Exit Criteria

### Entry Criteria:

- Testing will commence via agreement with the development team. It may be acceptable to take delivery of the solution and test in phases.

### Exit Criteria:

- <XX> Severity 1 or Severity 2 defects outstanding
- <XX> Severity 3 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.
- <XX> Severity 4 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.

Note: The exit criteria for a particular testing phase forms the entry criteria for the following testing phase.

## 2.13. Testing Meetings and Sign-Off

Meetings to be conducted by the Test Analyst / Business Analyst / Project Manager to provide regular progress updates and review. Updates on testing progress will be provided to interested parties.

A final sign-off meeting will be held on <dd/mm/yyyy>, to confirm that the exit criteria for this test phase has been met, and that the next test phase can commence.

Attendees at this meeting will be:

- Project Manager
- Test Analyst
- Business Lead
- Business SME

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## 3. Test Phase: System Testing

### 3.1. Testing Team Roles and Responsibilities

Role	Name	Responsibilities
Project Manager		<ul style="list-style-type: none"><li>• Agree on scope and exit criteria with client prior to commencing next testing phase</li><li>• Issue Test Plan for review</li><li>• Issue testing templates to testers</li><li>• Issue Test Logs</li></ul>
Business Analyst		<ul style="list-style-type: none"><li>• Set up test data</li><li>• Develop Test Cases</li><li>• Assist in execution of System Testing</li><li>• Create test plan</li></ul>
Developers		<ul style="list-style-type: none"><li>• Assist in execution of testing</li></ul>
Business Lead / SME		<ul style="list-style-type: none"><li>• Assign resources for test phases</li></ul>
Test Analyst		<ul style="list-style-type: none"><li>• Create test plan</li><li>• Create test cases</li><li>• Identify data required for test</li><li>• Test data set up</li><li>• Manage test data set up</li><li>• Execution of testing</li></ul>
Business SME		<i>Assist in execution of testing</i>

### 3.2. Test Case Scenarios

The following test case scenarios will be covered during testing:

Test Case Scenario	Scenario Description



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## 3.3. Testing Objectives

Each test case scenario will be focussed towards the following objectives:

Test Case Scenario	Objective

## 3.4. Test Case Naming Conventions

The naming convention for the test cases should be as follows:

SXXX\_YYYY\_XXXXXXXXXXXXXXXXX\_999

**Where:**

SXXX represents the System test case scenario identifier

YYYYY represents the test case identifier (e.g. 00023)

XXXXXXXXXXXXXXXXX represents the title of the test (e.g. Log on to system)

999 represents the iteration number

For example, S001\_A0001\_LogonToSystem\_001 represents the first iteration of the 1st test in scenario F001. The test specifically addresses the 'log on to system' functionality.

## 3.5. Testing Protocol

**Testers**

- Testers are to be provided with hard and soft copies of test scenarios and the test cases which correspond to the scenarios. Each test scenario will be represented by one or more Test Cases.
- Testers are to confirm that: they understand the testing to be carried out, all pre-conditions are met, all required test data is available, and that the system is accessible for testing
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## Test Analyst / Business Analyst / Project Manager

- Test Analyst will distribute test plan, test scenarios and test cases.
- Test Analyst will receive defect logs and record them.
- Test Analyst will forward any defect logs to Technical Team.

### 3.6. Pass / Fail Criteria

Each test case will have specific criteria which need to be met in order to record a 'pass'. If criteria are not met, the test will be recorded as a 'fail'.

The Test Analyst / Project Manager / Business Analyst will review all failed tests, and associated reasons, in order to determine what action to take. For example, the decision may be:

- Raise defect with Technical Team. It should be noted that the item must be retested following defect correction
- Review and modify the original testing requirement
- Mark as a 'fail' but continue to proceed with testing

### 3.7. Test Environment

The necessary environment requirements for successful testing are listed below:

### 3.8. Test Schedule

Testing Scenario	Start Date	End Date	Responsible

### 3.9. Test Data Setup

Data Setup	Start Date	End Date	Responsible

### 3.10. Defect Severity

Below is a table that describes how testing defects are to be categorised:

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Rating	Impact	Description
S1	Critical	System down
S2	Key system function impaired	No Work-Around
S3	Key system function impaired	Work Around-Available
S4	System process successful but could be improved	Cosmetic changes

## Severity 1 Examples

*e.g. valid user unable to log on*

## Severity 2 Examples

*e.g. a screen does not display*

## Severity 3 Examples

*e.g. call to retrieve quantity data does not work*

## Severity 4 Examples

*e.g. screen is difficult (not intuitive) to navigate*

### 3.11. Halting and Restarting Testing

Testing will be suspended when one or more Severity 1 or 2 defects have been identified or when more than <50%> of the remaining test cases are impacted.

Testing will resume when a fix for the defect(s) has been implemented in the test environment and the fix has been tested successfully. Successful regression testing and specific unit testing will take place before full testing will recommence.

### 3.12. Entry and Exit Criteria

#### Entry Criteria:

- Testing will commence via agreement with the development team. It may be acceptable to take delivery of the solution and test in phases.

#### Exit Criteria:

- <XX> Severity 1 or Severity 2 defects outstanding
- <XX> Severity 3 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.
- <XX> Severity 4 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.

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Note: The exit criteria for a particular testing phase forms the entry criteria for the following testing phase.

### 3.13. Testing Meetings and Sign-Off

Meetings to be conducted by the Test Analyst / Business Analyst / Project Manager to provide regular progress updates and review. Updates on testing progress will be provided to interested parties.

A final sign-off meeting will be held on <dd/mm/yyyy>, to confirm that the exit criteria for this test phase has been met, and that the next test phase can commence.

Attendees at this meeting will be:

- Project Manager
- Test Analyst
- Business Lead
- Business SME

## 4. Test Phase: Integration Testing

### 4.1. Testing Team Roles and Responsibilities

Role	Name	Responsibilities
Project Manager		<ul style="list-style-type: none"><li>• <i>Agree on scope and exit criteria with client prior to commencing next testing phase</i></li><li>• <i>Issue Test Plan for review</i></li><li>• <i>Issue testing templates to testers</i></li><li>• <i>Issue Test Logs</i></li></ul>
Business Analyst		<ul style="list-style-type: none"><li>• <i>Set up test data</i></li><li>• <i>Develop Test Cases</i></li><li>• <i>Assist in execution of System Testing</i></li><li>• <i>Create test plan</i></li></ul>
Developers		<ul style="list-style-type: none"><li>• <i>Assist in execution of testing</i></li></ul>
Business Lead / SME		<ul style="list-style-type: none"><li>• <i>Assign resources for test phases</i></li></ul>
Test Analyst		<ul style="list-style-type: none"><li>• <i>Create test plan</i></li><li>• <i>Create test cases</i></li><li>• <i>Identify data required for test</i></li><li>• <i>Test data set up</i></li></ul>

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Role	Name	Responsibilities
		<ul style="list-style-type: none"><li>• <i>Manage test data set up</i></li><li>• <i>Execution of testing</i></li></ul>
Business SME		<i>Assist in execution of testing</i>

## 4.2. Test Case Scenarios

The following test case scenarios will be covered during testing:

Test Case Scenario	Scenario Description

## 4.3. Testing Objectives

Each test case scenario will be focussed towards the following objectives:

Test Case Scenario	Objective

## 4.4. Test Case Naming Conventions

The naming convention for the test cases should be as follows:

IXXX\_YYYYY\_ ZZZZZZZZZZZZZZZZ\_999

**Where:**

IXXX represents the *Integration* test case scenario identifier

YYYYY represents the test case identifier (e.g. 00023)

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ZZZZZZZZZZZZZZZZZZZZ represents the title of the test (e.g. Log on to system)  
999 represents the iteration number

For example, I001\_A0001\_LogonToSystem\_001 represents the first iteration of the 1st test in scenario F001. The test specifically addresses the 'log on to system' functionality.

## 4.5. Testing Protocol

### Testers

- Testers are to be provided with hard and soft copies of test scenarios and the test cases which correspond to the scenarios. Each test scenario will be represented by one or more Test Cases.
- Testers are to confirm that: they understand the testing to be carried out, all pre-conditions are met, all required test data is available, and that the system is accessible for testing
- Testers are to follow the test plan and record a pass or fail for each step. For any fail conditions, testers should raise this by completing a software defect log (i.e. Test Issue Log) form and forwarding this to the Test Analyst.

### Test Analyst / Business Analyst / Project Manager

- Test Analyst will distribute test plan, test scenarios and test cases.
- Test Analyst will receive defect logs and record them.
- Test Analyst will forward any defect logs to Technical Team.

## 4.6. Pass / Fail Criteria

Each test case will have specific criteria which need to be met in order to record a 'pass'. If criteria are not met, the test will be recorded as a 'fail'.

The Test Analyst / Project Manager / Business Analyst will review all failed tests, and associated reasons, in order to determine what action to take. For example, the decision may be:

- Raise defect with Technical Team. It should be noted that the item must be retested following defect correction
- Review and modify the original testing requirement
- Mark as a 'fail' but continue to proceed with testing

## 4.7. Test Environment

The necessary environment requirements for successful testing are listed below:

## 4.8. Test Schedule

Testing Scenario	Start Date	End Date	Responsible
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Testing Scenario	Start Date	End Date	Responsible

## 4.9. Test Data Setup

Data Setup	Start Date	End Date	Responsible

## 4.10. Defect Severity

Below is a table that describes how testing defects are to be categorised:

Rating	Impact	Description
S1	Critical	System down
S2	Key system function impaired	No Work-Around
S3	Key system function impaired	Work Around-Available
S4	System process successful but could be improved	Cosmetic changes

### Severity 1 Examples

*e.g. valid user unable to log on*

### Severity 2 Examples

*e.g. a screen does not display*

### Severity 3 Examples

*e.g. call to retrieve quantity data does not work*

### Severity 4 Examples

*e.g. screen is difficult (not intuitive) to navigate*

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## 4.11. Halting and Restarting Testing

Testing will be suspended when one or more Severity 1 or 2 defects have been identified or when more than <50%> of the remaining test cases are impacted.

Testing will resume when a fix for the defect(s) has been implemented in the test environment and the fix has been tested successfully. Successful regression testing and specific unit testing will take place before full testing will recommence.

## 4.12. Entry and Exit Criteria

### Entry Criteria:

- Testing will commence via agreement with the development team. It may be acceptable to take delivery of the solution and test in phases.

### Exit Criteria:

- <XX> Severity 1 or Severity 2 defects outstanding
- <XX> Severity 3 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.
- <XX> Severity 4 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.

Note: The exit criteria for a particular testing phase forms the entry criteria for the following testing phase.

## 4.13. Testing Meetings and Sign-Off

Meetings to be conducted by the Test Analyst / Business Analyst / Project Manager to provide regular progress updates and review. Updates on testing progress will be provided to interested parties.

A final sign-off meeting will be held on <dd/mm/yyyy>, to confirm that the exit criteria for this test phase has been met, and that the next test phase can commence.

Attendees at this meeting will be:

- Project Manager
- Test Analyst
- Business Lead
- Business SME

## 5. Test Phase: Functional Testing

### 5.1. Testing Team Roles and Responsibilities

Role	Name	Responsibilities
Project Manager		<ul style="list-style-type: none"><li>• <i>Agree on scope and exit criteria with client prior to commencing</i></li></ul>



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Role	Name	Responsibilities
		<i>next testing phase</i> <ul style="list-style-type: none"><li>• <i>Issue Test Plan for review</i></li><li>• <i>Issue testing templates to testers</i></li><li>• <i>Issue Test Logs</i></li></ul>
Business Analyst		<ul style="list-style-type: none"><li>• <i>Set up test data</i></li><li>• <i>Develop Test Cases</i></li><li>• <i>Assist in execution of System Testing</i></li><li>• <i>Create test plan</i></li></ul>
Developers		<ul style="list-style-type: none"><li>• <i>Assist in execution of testing</i></li></ul>
Business Lead / SME		<ul style="list-style-type: none"><li>• <i>Assign resources for test phases</i></li></ul>
Test Analyst		<ul style="list-style-type: none"><li>• <i>Create test plan</i></li><li>• <i>Create test cases</i></li><li>• <i>Identify data required for test</i></li><li>• <i>Test data set up</i></li><li>• <i>Manage test data set up</i></li><li>• <i>Execution of testing</i></li></ul>
Business SME		<i>Assist in execution of testing</i>

## 5.2. Test Case Scenarios

The following test case scenarios will be covered during testing:

Test Case Scenario	Scenario Description

## 5.3. Testing Objectives

Each test case scenario will be focussed towards the following objectives:

# Test Plan

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Test Case Scenario	Objective

## 5.4. Test Case Naming Conventions

The naming convention for the test cases should be as follows:

FXXX\_YYYYY\_ ZZZZZZZZZZZZZZZZ\_999

**Where:**

FXXX represents the *Functional* test case scenario identifier

YYYYY represents the test case identifier (e.g. 00023)

ZZZZZZZZZZZZZZZZZZZZ represents the title of the test (e.g. Log on to system)

999 represents the iteration number

For example, F001\_A0001\_LogonToSystem\_001 represents the first iteration of the 1st test in scenario F001. The test specifically addresses the 'log on to system' functionality.

## 5.5. Testing Protocol

**Testers**

- Testers are to be provided with hard and soft copies of test scenarios and the test cases which correspond to the scenarios. Each test scenario will be represented by one or more Test Cases.
- Testers are to confirm that: they understand the testing to be carried out, all pre-conditions are met, all required test data is available, and that the system is accessible for testing
- Testers are to follow the test plan and record a pass or fail for each step. For any fail conditions, testers should raise this by completing a software defect log (i.e. Test Issue Log) form and forwarding this to the Test Analyst.

**Test Analyst / Business Analyst / Project Manager**

- Test Analyst will distribute test plan, test scenarios and test cases.
- Test Analyst will receive defect logs and record them.
- Test Analyst will forward any defect logs to Technical Team.

# Test Plan

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## 5.6. Pass / Fail Criteria

Each test case will have specific criteria which need to be met in order to record a 'pass'. If criteria are not met, the test will be recorded as a 'fail'.

The Test Analyst / Project Manager / Business Analyst will review all failed tests, and associated reasons, in order to determine what action to take. For example, the decision may be:

- Raise defect with Technical Team. It should be noted that the item must be retested following defect correction
- Review and modify the original testing requirement
- Mark as a 'fail' but continue to proceed with testing

## 5.7. Test Environment

The necessary environment requirements for successful testing are listed below:

## 5.8. Test Schedule

Testing Scenario	Start Date	End Date	Responsible

## 5.9. Test Data Setup

Data Setup	Start Date	End Date	Responsible

## 5.10. Defect Severity

Below is a table that describes how testing defects are to be categorised:

Rating	Impact	Description
S1	Critical	System down
S2	Key system function impaired	No Work-Around

# Test Plan

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Rating	Impact	Description
S3	Key system function impaired	Work Around-Available
S4	System process successful but could be improved	Cosmetic changes

## Severity 1 Examples

*e.g. valid user unable to log on*

## Severity 2 Examples

*e.g. a screen does not display*

## Severity 3 Examples

*e.g. call to retrieve quantity data does not work*

## Severity 4 Examples

*e.g. screen is difficult (not intuitive) to navigate*

## 5.11. Halting and Restarting Testing

Testing will be suspended when one or more Severity 1 or 2 defects have been identified or when more than <50%> of the remaining test cases are impacted.

Testing will resume when a fix for the defect(s) has been implemented in the test environment and the fix has been tested successfully. Successful regression testing and specific unit testing will take place before full testing will recommence.

## 5.12. Entry and Exit Criteria

### Entry Criteria:

- Testing will commence via agreement with the development team. It may be acceptable to take delivery of the solution and test in phases.

### Exit Criteria:

- <XX> Severity 1 or Severity 2 defects outstanding
- <XX> Severity 3 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.
- <XX> Severity 4 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.

Note: The exit criteria for a particular testing phase forms the entry criteria for the following testing phase.

# Test Plan

## 5.13. Testing Meetings and Sign-Off

Meetings to be conducted by the Test Analyst / Business Analyst / Project Manager to provide regular progress updates and review. Updates on testing progress will be provided to interested parties.

A final sign-off meeting will be held on <dd/mm/yyyy>, to confirm that the exit criteria for this test phase has been met, and that the next test phase can commence.

Attendees at this meeting will be:

- Project Manager
- Test Analyst
- Business Lead
- Business SME

## 6. Test Phase: Data Testing

### 6.1. Testing Team Roles and Responsibilities

Role	Name	Responsibilities
Project Manager		<ul style="list-style-type: none"><li>• Agree on scope and exit criteria with client prior to commencing next testing phase</li><li>• Issue Test Plan for review</li><li>• Issue testing templates to testers</li><li>• Issue Test Logs</li></ul>
Business Analyst		<ul style="list-style-type: none"><li>• Set up test data</li><li>• Develop Test Cases</li><li>• Assist in execution of System Testing</li><li>• Create test plan</li></ul>
Developers		<ul style="list-style-type: none"><li>• Assist in execution of testing</li></ul>
Business Lead / SME		<ul style="list-style-type: none"><li>• Assign resources for test phases</li></ul>
Test Analyst		<ul style="list-style-type: none"><li>• Create test plan</li><li>• Create test cases</li><li>• Identify data required for test</li><li>• Test data set up</li><li>• Manage test data set up</li><li>• Execution of testing</li></ul>

# Test Plan

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Role	Name	Responsibilities
Business SME		<i>Assist in execution of testing</i>

## 6.2. Test Case Scenarios

The following test case scenarios will be covered during testing:

Test Case Scenario	Scenario Description

## 6.3. Testing Objectives

Each test case scenario will be focussed towards the following objectives:

Test Case Scenario	Objective

## 6.4. Test Case Naming Conventions

The naming convention for the test cases should be as follows:

DXXX\_YYYYY\_ ZZZZZZZZZZZZZZZZ\_999

**Where:**

DXXX represents the *Data* test case scenario identifier

YYYYY represents the test case identifier (e.g. 00023)

ZZZZZZZZZZZZZZZZZ represents the title of the test (e.g. Log on to system)

999 represents the iteration number

# Test Plan

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For example, D001\_A0001\_LogonToSystem\_001 represents the first iteration of the 1st test in scenario F001. The test specifically addresses the 'log on to system' functionality.

## 6.5. Testing Protocol

### Testers

- Testers are to be provided with hard and soft copies of test scenarios and the test cases which correspond to the scenarios. Each test scenario will be represented by one or more Test Cases.
- Testers are to confirm that: they understand the testing to be carried out, all pre-conditions are met, all required test data is available, and that the system is accessible for testing
- Testers are to follow the test plan and record a pass or fail for each step. For any fail conditions, testers should raise this by completing a software defect log (i.e. Test Issue Log) form and forwarding this to the Test Analyst.

### Test Analyst / Business Analyst / Project Manager

- Test Analyst will distribute test plan, test scenarios and test cases.
- Test Analyst will receive defect logs and record them.
- Test Analyst will forward any defect logs to Technical Team.

## 6.6. Pass / Fail Criteria

Each test case will have specific criteria which need to be met in order to record a 'pass'. If criteria are not met, the test will be recorded as a 'fail'.

The Test Analyst / Project Manager / Business Analyst will review all failed tests, and associated reasons, in order to determine what action to take. For example, the decision may be:

- Raise defect with Technical Team. It should be noted that the item must be retested following defect correction
- Review and modify the original testing requirement
- Mark as a 'fail' but continue to proceed with testing

## 6.7. Test Environment

The necessary environment requirements for successful testing are listed below:

## 6.8. Test Schedule

Testing Scenario	Start Date	End Date	Responsible

# Test Plan

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Testing Scenario	Start Date	End Date	Responsible

## 6.9. Test Data Setup

Data Setup	Start Date	End Date	Responsible

## 6.10. Defect Severity

Below is a table that describes how testing defects are to be categorised:

Rating	Impact	Description
S1	Critical	System down
S2	Key system function impaired	No Work-Around
S3	Key system function impaired	Work Around-Available
S4	System process successful but could be improved	Cosmetic changes

### Severity 1 Examples

*e.g. valid user unable to log on*

### Severity 2 Examples

*e.g. a screen does not display*

### Severity 3 Examples

*e.g. call to retrieve quantity data does not work*

### Severity 4 Examples

*e.g. screen is difficult (not intuitive) to navigate*

## 6.11. Halting and Restarting Testing

Testing will be suspended when one or more Severity 1 or 2 defects have been identified or when more than <50%> of the remaining test cases are impacted.



# Test Plan

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Testing will resume when a fix for the defect(s) has been implemented in the test environment and the fix has been tested successfully. Successful regression testing and specific unit testing will take place before full testing will recommence.

## 6.12. Entry and Exit Criteria

### Entry Criteria:

- Testing will commence via agreement with the development team. It may be acceptable to take delivery of the solution and test in phases.

### Exit Criteria:

- <XX> Severity 1 or Severity 2 defects outstanding
- <XX> Severity 3 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.
- <XX> Severity 4 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.

Note: The exit criteria for a particular testing phase forms the entry criteria for the following testing phase.

## 6.13. Testing Meetings and Sign-Off

Meetings to be conducted by the Test Analyst / Business Analyst / Project Manager to provide regular progress updates and review. Updates on testing progress will be provided to interested parties.

A final sign-off meeting will be held on <dd/mm/yyyy>, to confirm that the exit criteria for this test phase has been met, and that the next test phase can commence.

Attendees at this meeting will be:

- Project Manager
- Test Analyst
- Business Lead
- Business SME

## 7. Test Phase: Performance Testing

### 7.1. Testing Team Roles and Responsibilities

Role	Name	Responsibilities
Project Manager		<ul style="list-style-type: none"><li>• <i>Agree on scope and exit criteria with client prior to commencing next testing phase</i></li><li>• <i>Issue Test Plan for review</i></li><li>• <i>Issue testing templates to testers</i></li></ul>

# Test Plan

Role	Name	Responsibilities
		<ul style="list-style-type: none"> <li>• <i>Issue Test Logs</i></li> </ul>
Business Analyst		<ul style="list-style-type: none"> <li>• <i>Set up test data</i></li> <li>• <i>Develop Test Cases</i></li> <li>• <i>Assist in execution of System Testing</i></li> <li>• <i>Create test plan</i></li> </ul>
Developers		<ul style="list-style-type: none"> <li>• <i>Assist in execution of testing</i></li> </ul>
Business Lead / SME		<ul style="list-style-type: none"> <li>• <i>Assign resources for test phases</i></li> </ul>
Test Analyst		<ul style="list-style-type: none"> <li>• <i>Create test plan</i></li> <li>• <i>Create test cases</i></li> <li>• <i>Identify data required for test</i></li> <li>• <i>Test data set up</i></li> <li>• <i>Manage test data set up</i></li> <li>• <i>Execution of testing</i></li> </ul>
Business SME		<i>Assist in execution of testing</i>

## 7.2. Test Case Scenarios

The following test case scenarios will be covered during testing:

Test Case Scenario	Scenario Description

## 7.3. Testing Objectives

Each test case scenario will be focussed towards the following objectives:

Test Case Scenario	Objective



# Test Plan

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The Test Analyst / Project Manager / Business Analyst will review all failed tests, and associated reasons, in order to determine what action to take. For example, the decision may be:

- Raise defect with Technical Team. It should be noted that the item must be retested following defect correction
- Review and modify the original testing requirement
- Mark as a 'fail' but continue to proceed with testing

## 7.7. Test Environment

The necessary environment requirements for successful testing are listed below:

## 7.8. Test Schedule

Testing Scenario	Start Date	End Date	Responsible

## 7.9. Test Data Setup

Data Setup	Start Date	End Date	Responsible

## 7.10. Defect Severity

Below is a table that describes how testing defects are to be categorised:

Rating	Impact	Description
S1	Critical	System down
S2	Key system function impaired	No Work-Around
S3	Key system function impaired	Work Around-Available
S4	System process successful but could be improved	Cosmetic changes

# Test Plan

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## Severity 1 Examples

*e.g. valid user unable to log on*

## Severity 2 Examples

*e.g. a screen does not display*

## Severity 3 Examples

*e.g. call to retrieve quantity data does not work*

## Severity 4 Examples

*e.g. screen is difficult (not intuitive) to navigate*

### 7.11. Halting and Restarting Testing

Testing will be suspended when one or more Severity 1 or 2 defects have been identified or when more than <50%> of the remaining test cases are impacted.

Testing will resume when a fix for the defect(s) has been implemented in the test environment and the fix has been tested successfully. Successful regression testing and specific unit testing will take place before full testing will recommence.

### 7.12. Entry and Exit Criteria

#### Entry Criteria:

- Testing will commence via agreement with the development team. It may be acceptable to take delivery of the solution and test in phases.

#### Exit Criteria:

- <XX> Severity 1 or Severity 2 defects outstanding
- <XX> Severity 3 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.
- <XX> Severity 4 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.

Note: The exit criteria for a particular testing phase forms the entry criteria for the following testing phase.

### 7.13. Testing Meetings and Sign-Off

Meetings to be conducted by the Test Analyst / Business Analyst / Project Manager to provide regular progress updates and review. Updates on testing progress will be provided to interested parties.

A final sign-off meeting will be held on <dd/mm/yyyy>, to confirm that the exit criteria for this test phase has been met, and that the next test phase can commence.

Attendees at this meeting will be:

# Test Plan

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- Project Manager
- Test Analyst
- Business Lead
- Business SME

## 8. Test Phase: Usability Testing

### 8.1. Testing Team Roles and Responsibilities

Role	Name	Responsibilities
Project Manager		<ul style="list-style-type: none"><li>• <i>Agree on scope and exit criteria with client prior to commencing next testing phase</i></li><li>• <i>Issue Test Plan for review</i></li><li>• <i>Issue testing templates to testers</i></li><li>• <i>Issue Test Logs</i></li></ul>
Business Analyst		<ul style="list-style-type: none"><li>• <i>Set up test data</i></li><li>• <i>Develop Test Cases</i></li><li>• <i>Assist in execution of System Testing</i></li><li>• <i>Create test plan</i></li></ul>
Developers		<ul style="list-style-type: none"><li>• <i>Assist in execution of testing</i></li></ul>
Business Lead / SME		<ul style="list-style-type: none"><li>• <i>Assign resources for test phases</i></li></ul>
Test Analyst		<ul style="list-style-type: none"><li>• <i>Create test plan</i></li><li>• <i>Create test cases</i></li><li>• <i>Identify data required for test</i></li><li>• <i>Test data set up</i></li><li>• <i>Manage test data set up</i></li><li>• <i>Execution of testing</i></li></ul>
Business SME		<i>Assist in execution of testing</i>

### 8.2. Test Case Scenarios

The following test case scenarios will be covered during testing:

Test Case Scenario	Scenario Description
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# Test Plan

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- Testers are to confirm that: they understand the testing to be carried out, all pre-conditions are met, all required test data is available, and that the system is accessible for testing
- Testers are to follow the test plan and record a pass or fail for each step. For any fail conditions, testers should raise this by completing a software defect log (i.e. Test Issue Log) form and forwarding this to the Test Analyst.

## Test Analyst / Business Analyst / Project Manager

- Test Analyst will distribute test plan, test scenarios and test cases.
- Test Analyst will receive defect logs and record them.
- Test Analyst will forward any defect logs to Technical Team.

## 8.6. Pass / Fail Criteria

Each test case will have specific criteria which need to be met in order to record a 'pass'. If criteria are not met, the test will be recorded as a 'fail'.

The Test Analyst / Project Manager / Business Analyst will review all failed tests, and associated reasons, in order to determine what action to take. For example, the decision may be:

- Raise defect with Technical Team. It should be noted that the item must be retested following defect correction
- Review and modify the original testing requirement
- Mark as a 'fail' but continue to proceed with testing

## 8.7. Test Environment

The necessary environment requirements for successful testing are listed below:

## 8.8. Test Schedule

Testing Scenario	Start Date	End Date	Responsible

## 8.9. Test Data Setup

Data Setup	Start Date	End Date	Responsible



# Test Plan

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Data Setup	Start Date	End Date	Responsible

## 8.10. Defect Severity

Below is a table that describes how testing defects are to be categorised:

Rating	Impact	Description
S1	Critical	System down
S2	Key system function impaired	No Work-Around
S3	Key system function impaired	Work Around-Available
S4	System process successful but could be improved	Cosmetic changes

### Severity 1 Examples

*e.g. valid user unable to log on*

### Severity 2 Examples

*e.g. a screen does not display*

### Severity 3 Examples

*e.g. call to retrieve quantity data does not work*

### Severity 4 Examples

*e.g. screen is difficult (not intuitive) to navigate*

## 8.11. Halting and Restarting Testing

Testing will be suspended when one or more Severity 1 or 2 defects have been identified or when more than <50%> of the remaining test cases are impacted.

Testing will resume when a fix for the defect(s) has been implemented in the test environment and the fix has been tested successfully. Successful regression testing and specific unit testing will take place before full testing will recommence.

## 8.12. Entry and Exit Criteria

### Entry Criteria:

- Testing will commence via agreement with the development team. It may be acceptable to take delivery of the solution and test in phases.

### Exit Criteria:

# Test Plan

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- <XX> Severity 1 or Severity 2 defects outstanding
- <XX> Severity 3 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.
- <XX> Severity 4 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.

Note: The exit criteria for a particular testing phase forms the entry criteria for the following testing phase.

## 8.13. Testing Meetings and Sign-Off

Meetings to be conducted by the Test Analyst / Business Analyst / Project Manager to provide regular progress updates and review. Updates on testing progress will be provided to interested parties.

A final sign-off meeting will be held on <dd/mm/yyyy>, to confirm that the exit criteria for this test phase has been met, and that the next test phase can commence.

Attendees at this meeting will be:

- Project Manager
- Test Analyst
- Business Lead
- Business SME

## 9. Test Phase: UAT Testing

### 9.1. Testing Team Roles and Responsibilities

Role	Name	Responsibilities
Project Manager		<ul style="list-style-type: none"><li>• <i>Agree on scope and exit criteria with client prior to commencing next testing phase</i></li><li>• <i>Issue Test Plan for review</i></li><li>• <i>Issue testing templates to testers</i></li><li>• <i>Issue Test Logs</i></li></ul>
Business Analyst		<ul style="list-style-type: none"><li>• <i>Set up test data</i></li><li>• <i>Develop Test Cases</i></li><li>• <i>Assist in execution of System Testing</i></li><li>• <i>Create test plan</i></li></ul>
Developers		<ul style="list-style-type: none"><li>• <i>Assist in execution of testing</i></li></ul>

# Test Plan

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Role	Name	Responsibilities
Business Lead / SME		<ul style="list-style-type: none"><li>• <i>Assign resources for test phases</i></li></ul>
Test Analyst		<ul style="list-style-type: none"><li>• <i>Create test plan</i></li><li>• <i>Create test cases</i></li><li>• <i>Identify data required for test</i></li><li>• <i>Test data set up</i></li><li>• <i>Manage test data set up</i></li><li>• <i>Execution of testing</i></li></ul>
Business SME		<i>Assist in execution of testing</i>

## 9.2. Test Case Scenarios

The following test case scenarios will be covered during testing:

Test Case Scenario	Scenario Description

## 9.3. Testing Objectives

Each test case scenario will be focussed towards the following objectives:

Test Case Scenario	Objective

## 9.4. Test Case Naming Conventions

The naming convention for the test cases should be as follows:

# Test Plan

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A`XXX`\_Y`YYYY`\_Z`ZZZZZZZZZZZZZZZZZZZZ`\_999

## Where:

A`XXX` represents the *Acceptance* test case scenario identifier

Y`YYYY` represents the test case identifier (e.g. 00023)

Z`ZZZZZZZZZZZZZZZZZZZZ` represents the title of the test (e.g. Log on to system)

999 represents the iteration number

For example, A001\_A0001\_LogonToSystem\_001 represents the first iteration of the 1st test in scenario A001. The test specifically addresses the 'log on to system' functionality.

## 9.5. Testing Protocol

### Testers

- Testers are to be provided with hard and soft copies of test scenarios and the test cases which correspond to the scenarios. Each test scenario will be represented by one or more Test Cases.
- Testers are to confirm that: they understand the testing to be carried out, all pre-conditions are met, all required test data is available, and that the system is accessible for testing
- Testers are to follow the test plan and record a pass or fail for each step. For any fail conditions, testers should raise this by completing a software defect log (i.e. Test Issue Log) form and forwarding this to the Test Analyst.

### Test Analyst / Business Analyst / Project Manager

- Test Analyst will distribute test plan, test scenarios and test cases.
- Test Analyst will receive defect logs and record them.
- Test Analyst will forward any defect logs to Technical Team.

## 9.6. Pass / Fail Criteria

Each test case will have specific criteria which need to be met in order to record a 'pass'. If criteria are not met, the test will be recorded as a 'fail'.

The Test Analyst / Project Manager / Business Analyst will review all failed tests, and associated reasons, in order to determine what action to take. For example, the decision may be:

- Raise defect with Technical Team. It should be noted that the item must be retested following defect correction
- Review and modify the original testing requirement
- Mark as a 'fail' but continue to proceed with testing

# Test Plan

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## 9.7. Test Environment

The necessary environment requirements for successful testing are listed below:

## 9.8. Test Schedule

Testing Scenario	Start Date	End Date	Responsible

## 9.9. Test Data Setup

Data Setup	Start Date	End Date	Responsible

## 9.10. Defect Severity

Below is a table that describes how testing defects are to be categorised:

Rating	Impact	Description
S1	Critical	System down
S2	Key system function impaired	No Work-Around
S3	Key system function impaired	Work Around-Available
S4	System process successful but could be improved	Cosmetic changes

### Severity 1 Examples

*e.g. valid user unable to log on*

### Severity 2 Examples

*e.g. a screen does not display*

### Severity 3 Examples

# Test Plan

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*e.g. call to retrieve quantity data does not work*

## Severity 4 Examples

*e.g. screen is difficult (not intuitive) to navigate*

### 9.11. Halting and Restarting Testing

Testing will be suspended when one or more Severity 1 or 2 defects have been identified or when more than <50%> of the remaining test cases are impacted.

Testing will resume when a fix for the defect(s) has been implemented in the test environment and the fix has been tested successfully. Successful regression testing and specific unit testing will take place before full testing will recommence.

### 9.12. Entry and Exit Criteria

#### Entry Criteria:

- Testing will commence via agreement with the development team. It may be acceptable to take delivery of the solution and test in phases.

#### Exit Criteria:

- <XX> Severity 1 or Severity 2 defects outstanding
- <XX> Severity 3 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.
- <XX> Severity 4 defects outstanding, with agreed plans to correct them. The acceptance of these defects depends on the frequency of the defect and the nature of the work-around.

Note: The exit criteria for a particular testing phase forms the entry criteria for the following testing phase.

### 9.13. Testing Meetings and Sign-Off

Meetings to be conducted by the Test Analyst / Business Analyst / Project Manager to provide regular progress updates and review. Updates on testing progress will be provided to interested parties.

A final sign-off meeting will be held on <dd/mm/yyyy>, to confirm that the exit criteria for this test phase has been met, and that the next test phase can commence.

Attendees at this meeting will be:

- Project Manager
- Test Analyst
- Business Lead
- Business SME

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End of Document

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# Test Plan

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