

Test Plan Template

Use this plan to define the testing context, risks, approach, criteria, resources, and evidence for a product or release. Keep the plan's acceptance decisions traceable to the test basis and the recorded results.

Complete the bracketed fields with approved information for the product, organization, or program being documented. Repeat the named forms where several tasks or subjects need separate records. Remove sections that do not apply and retain links to the material used to complete the document.

Document control	Entry
Document identifier	[Identifier used by your team]
Scope and applicable version	[Product, program, locations, and version covered]
Prepared and maintained by	[Responsible role or team]
Revision and review	[Revision, review date, and approval reference]

Plan Overview and Context

Identify whether this is a master, level, or type-specific plan. State the test boundary clearly enough that a reader can distinguish planned coverage from an exclusion.

Field	Complete with
Document and test items	[Plan identifier, type, test items, versions, configurations, and test basis]
Purpose and objectives	[Reason for testing, quality goals, and decisions the results support]
Coverage	[Features in scope, features excluded, assumptions, dependencies, and constraints]
Related plans	[Master or subordinate plan, requirements, release records, and source references]

Stakeholders and Communication

Describe the people who use test information and the decisions they make. Keep reporting and defect escalation routes explicit.

Field	Complete with
Stakeholder	[Role, interest in testing, and decision responsibility]
Communication	[Report or meeting, audience, cadence if defined, and channel]
Defect handling	[Reporting, triage, severity definitions, ownership, and escalation]
Decision record	[Approval, acceptance, or issue-resolution route and retained evidence]

Risk Register

Assess product and project risks separately and explain how testing responds to them. Use the risk method and scales chosen for the project rather than inventing a rating.

Field	Complete with
Risk identifier	[Risk type, affected item, cause, and potential consequence]
Assessment	[Likelihood, impact, priority, scale reference, and supporting rationale]
Test response	[Coverage, method, intensity, mitigation, and residual risk]
Review	[Responsible role, status, review point, and acceptance or escalation decision]

Risk Summary

Risk ID	Product or project risk	Test treatment	Evidence or decision	Status
[ID]	[Risk description]	[Planned coverage]	[Reference]	[Status]

Test Strategy and Approach

Repeat the approach record for each test level or separately planned test type. Connect the selected techniques to risks and requirements and state how results will be evaluated.

Field	Complete with
Level or type	[Scope, objective, order of execution, and dependencies]
Design and techniques	[Test techniques, coverage measures, selection rationale, and test basis]
Execution	[Manual or automated approach, tools, configuration management, and result capture]
Defects and regression	[Failure analysis, retest, regression selection, and completion evidence]

Test Criteria

Define the criteria before execution and keep each decision supported by evidence. Record the authority to accept an exception or resume suspended testing.

Field	Complete with
Entry criteria	[Required build, environment, data, access, testware, and readiness evidence]
Exit criteria	[Required coverage, result disposition, defect thresholds if defined, and report]
Suspension criteria	[Condition requiring a pause, impact assessment, and communication]
Resumption criteria	[Required corrective work, recheck, decision authority, and evidence]

Test Environment and Test Data

Record the environment and data needed to reproduce test results. Keep sensitive data outside the plan and identify the approved source or preparation method.

Field	Complete with
Environment	[Components, versions, topology, configuration, dependencies, and access]
Test tools	[Tool, version, purpose, license or access requirement, and configuration]
Data	[Dataset purpose, preparation, validation, privacy controls, and reset or retention rules]
Operational procedures	[Setup, execution, result collection, cleanup, and issue reporting references]

Activities Staffing and Schedule

Connect each planned activity to its resources, dependency, and deliverable. Keep estimates and dates identifiable as planning inputs and revise them through the project's change process.

Field	Complete with
Activities and deliverables	[Activity, input, output, estimate, and acceptance or review responsibility]
Staffing	[Role, skills, availability, training need, and assignment]
Schedule and dependencies	[Milestone, dependency, planned timing, and decision point]
Budget and control	[Approved resource or budget reference, change process, and progress measure]

Glossary

Define testing and domain terms that have a specific meaning in this plan. Keep status, severity, and completion terminology consistent with the project records.

Field	Complete with
Term	[Testing or domain term and abbreviation]
Definition	[Meaning used for this plan and its scope]
Source	[Method, policy, test basis, or project reference]
Usage	[Related term, permitted status, or wording to avoid confusion]