Test plan checklist

**VERSION 1.0**

This template was created to enable departments to more easily develop their project plans. The Department of Technology, Consulting and Planning Division, created this template based on its experiences. The template relies on industry best practices combined with decades of experience on California state information technology projects. The way it was structured is to enable a department to complete the information related to its project without having to write background information related to the discipline. A department may use as much or as little of the template as it wishes.

**Template Instructions:**

* ***Instructions for completing*** this template – written for the author of the project plan - are encased in **[ ]** and the text is ***italicized*** *and* ***bolded.***
* *Examples* are provided as a guideline to the type of sample information presented in each section and the text is *italicized*.
* Boilerplatestandard language for each section is written in the document font and may be used or modified, as necessary.
* A department’s project specific information goes within the brackets ***<< >>***.
* *Informational text is italicized* within square brackets [ ] for informational purposes to the person who has to create the plan and includes background information, explanation, rationale, etc.

DOCUMENT HISTORY

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| --- |
| **DOCUMENT APPROVAL HISTORY** |
| Prepared By |  |
| Reviewed By |  |
| Approved By | ***<<The person designated to review the contents of the test plan for completeness (e.g., Test Lead, Test Manager) is responsible for approving the checklist. Insert name(s) here and have them sign. >>*** |

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| **DOCUMENT REVISION HISTORY** |
| Date | Document Version | Revision Description | Author |
| 02/06/2015 | 1.0 | Initial Version | J. Fong |
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# INTRODUCTION

This checklist is intended to be used by reviewers to verify the completeness of a project’s Master Test Plan. These questions cover a wide range of information that *might* be present in a Master Test Plan. As such, not every question may be relevant to the verification of a project’s specific Master Test Plan and the lack of an answer to any question may not constitute a defect in the Plan.

#  sample test plan checklist

***[The checklist items marked with an “\*” are recommended questions or subject categories that should be clearly addressed in a Master Test Plan.]***

| Item # | question | response | comment / AREA TO ADDRESS |
| --- | --- | --- | --- |
| **Document Format** |
| 1 | Does the document contain the following topics?* Test Plan Identifier \*
* Introduction or Overview \*
* Test Items \*
* Features To Be Tested or Retested \*
* Features Not To Be Tested \*
* Test Approach/Strategy \*
* Pass/Fail Criteria \*
* Suspension and Resumption Criteria \*
* Test Deliverables \*
* Testing Tasks \*
* Environmental Needs \*
* Roles and Responsibilities \*
* Schedule \*
* Staffing and Training Needs \*
* Defect Reporting \*
* Metrics and Reporting \*
* Risks and Contingencies \*
* Approvals \*
 | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Has the test plan been reviewed, approved, and signed-off?\* | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Introduction/Overview** |
| 1 | Does the Introduction or Overview include the objectives of the testing effort? \*  | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Does the Introduction or Overview include or reference the background of the project? \*  | [ ]  Yes [ ]  No [ ]  N/A |  |
| 3 | Does the Introduction or Overview have a glossary?  | [ ]  Yes [ ]  No [ ]  N/A |  |
| 4 | Does the Introduction or Overview include the scope of the testing effort? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 5 | Are the project test dependencies, assumptions, and constraints identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 6 | Do the dependencies, assumptions, and constraints match the overall project plans?  | [ ]  Yes [ ]  No [ ]  N/A |  |
| 7 | Does the test plan describe the mechanism for test stakeholder communication during the project? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 8 | Does the test plan have a unique test identifier to keep track of the most current document version? \*  | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Test Items**  |
| 1 | Are all functions, user screens, and navigation to be tested identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Are references to other documents (e.g., requirements) including their version level documented in the test plan (e.g., hyperlink)?\* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 3 | Are Business Processes to be tested identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 4 | Are System Interfaces to be tested identified?\* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 5 | Are all test items appropriate? | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Features To Be Tested or Retested** |
| 1 | Are the features to be tested or retested identified (e.g., reporting, data conversion, and end-to-end process)? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Features Not To Be Tested** |
| 1 | Are reasons given for not testing these features? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Are the reasons for "features not to be tested" valid? | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Test Approach/Strategy**  |
| 1 | Is the test approach explained? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Are the entry criteria for each test phase documented? \*  | [ ]  Yes [ ]  No [ ]  N/A |  |
| 3 | Are the exit criteria for each test phase documented? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 4 | Is the test verification approach explained (e.g., code reviews, review sessions)? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 5 | Are the build sequences for the product to be tested identified? | [ ]  Yes [ ]  No [ ]  N/A |  |
| 6 | Are the levels of testing to be done identified (e.g., unit, module, object, integration, usability, system)? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 7 | Are the different types of system level tests identified (e.g., Ad-Hoc, Functional, Algorithmic, Database, Recovery, Security, Safety)? | [ ]  Yes [ ]  No [ ]  N/A |  |
| 8 | Are tests planned to address every requirement including non-functional requirements? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 9 | Are test automation plans identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 10 | Are performance tests planned and identified?\* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 11 | For each interface, is an interface test identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 12 | Are regression tests planned throughout the test phase? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 13 | For each test level, are appropriate tools identified (e.g.,, static analyzer, debugger, capture/playback, simulators, terminals, storage)? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 14 | Are reliability tests planned? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 15 | Are load and stress tests planned? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 16 | Is operational testing planned? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 17 | Is there a plan to validate documentation? \*  | [ ]  Yes [ ]  No [ ]  N/A |  |
| 18 | Is there an installation test planned? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 19 | Is there a plan to test upward or downward compatibility? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 20 | Does the plan discuss use of external testing services, customers, contractors, or third party testers? \*  | [ ]  Yes [ ]  No [ ]  N/A |  |
| 21 | Is the test approach suitable? | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Pass/Fail Criteria** |
| 1 | Does the plan discuss how the pass/fail criteria for tests will be determined? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Does the plan discuss how expected results will be determined? | [ ]  Yes [ ]  No [ ]  N/A |  |
| 3 | Does the plan discuss how disputes will be arbitrated? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 4 | Are the criteria reasonable? | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Suspension And Resumption Criteria** |
| 1 | Does the plan discuss under what conditions testing will be suspended? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Does the plan discuss under what conditions testing will be resumed? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 3 | Does the plan identify the resource(s) that is (are) authorized to suspend testing efforts? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 4 | Does the plan identify the resource(s) that is (are) authorized to resume test activities resulting from the suspension of testing? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 5 | Does the plan identify exit criteria for each test phase (i.e., release to customer, release to beta sites, and release from development to test)? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 6 | Are the suspension criteria and the resumption criteria reasonable? | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Test Deliverables** |
| 1 | Does the plan identify all deliverable items (e.g., test design, test procedures, test reports)? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Are dates assigned to the test deliverables? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 3 | Is a responsible individual assigned for each test deliverable? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Testing Tasks** |
| 1 | Are all testing tasks identified (i.e., test planning, test case design, test procedure (script) design, test reporting, test result analysis, test reviews, trend analysis)? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Are individuals responsible for the testing tasks identified and available? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 3 | Is entrance and exit criteria described for each test cycle? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Environmental Needs** |
| 1 | Is all hardware required to conduct testing identified in the plan (e.g., terminals, servers, networks, communication devices, printers, peripheral devices, emulators)? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Is hardware scheduled to be set up and debugged prior to the needed dates?  | [ ]  Yes [ ]  No [ ]  N/A |  |
| 3 | Is all software needed to conduct testing identified in the plan (i.e., applications, operating systems, communication software, support software, simulators)? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 4 | Are any security devices needed to conduct testing identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 5 | Are all publications and standards necessary to conduct testing identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 6 | Has the support group been identified and available to maintain the test environment and tools (e.g., server, network, database, application, desktop, data conversion hardware)? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 7 | Has configuration and release management and support been considered in the test plan? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 8 | Has support for an incident tracking tool been identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 9 | Is the required environment available and reasonable (e.g., unit test, system test, integration test, performance test, user acceptance test, training)?  | [ ]  Yes [ ]  No [ ]  N/A |  |
| 10 | Is the source of required test data identified?\* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 11 | Are test environments planned? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 12 | Is the test lab or test facility identified? \*  | [ ]  Yes [ ]  No [ ]  N/A |  |
| 13 | Is the required test data available and reasonable to begin testing (e.g., masked data, validated data, adequate number of test data for test execution, adequate volume of test data to ensure test coverage)? | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Roles And Responsibilities** |
| 1 | Have test stakeholder roles, responsibilities, and communication plans been clearly documented in the test plan? | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Are the responsibilities of the development group identified during the test phase? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 3 | Are the responsibilities of the test group identified during all project phases? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 4 | Are the responsibilities for configuration management identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 5 | Is the responsibility for staffing identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 6 | Is the responsibility for training, installation, and customer support identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 7 | Is the approval authority for each test level identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 8 | If new tools are to be procured, is a selection and implementation plan identified?  | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Schedule** |
| 1 | Has the test schedule been developed using industry standards or prior performance? | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Is there a plan to determine when testing is complete? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 3 | Are development code baselines controlled separately from the baseline under test? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 4 | Is the test schedule consistent with the project plan? \*  | [ ]  Yes [ ]  No [ ]  N/A |  |
| 5 | Has the test schedule been reviewed and resource loaded to account for the test effort? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 6 | Has the test schedule been approved and baselined? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Staffing and Training Needs** |
| 1 | For each test level, are the human resources and skills required for the project clearly identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Has training been identified to provide staff with the necessary testing skills (e.g.,, testing methodology, product technology, testing tools, inspections)? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 3 | Has a test artifact repository been identified in the plan? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Defect Reporting**  |
| 1 | Does the plan discuss how defects will be reported and tracked before and after product release? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Does the plan discuss a mechanism to resolve disputes that may arise over defects?\* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 3 | Are adequate resources planned to repair defects? | [ ]  Yes [ ]  No [ ]  N/A |  |
| 4 | Is defect fix verification planned? | [ ]  Yes [ ]  No [ ]  N/A |  |
| 5 | Are periodic regression tests planned? | [ ]  Yes [ ]  No [ ]  N/A |  |
| 6 | Does the plan discuss how defects will be opened and closed? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 7 | Does the plan describe defect classification and status (e.g., open, closed, deferred) for trend analysis purposes? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Metrics and Reporting**  |
| 1 | Does the plan describe the project’s process for test monitoring and reporting activities?\* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Does the plan identify the specific metrics for monitoring the project’s test progress? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 3 | Do the metrics align with the project’s test approach, goals, and objectives? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 4 | Are the metrics quantifiable to determine whether the project’s test approach, goals, and objectives were achieved? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| **Risks And Contingencies** |
| 1 | Is time allocated to re-test defect fixes made to the code? \*  | [ ]  Yes [ ]  No [ ]  N/A |  |
| 2 | Are contingency plans included? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 3 | Have the required resources for deliverable approval and sign-off been identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 4 | Have the project test risks been identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 5 | Has a contingency/mitigation strategy been identified to address each project’s test risk?\* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 6 | Have the software testing risks been identified? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 7 | Has a contingency/mitigation strategy been identified to address each software test risk?\* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 8 | Have the product’s test risk been identified (i.e., quality)? \* | [ ]  Yes [ ]  No [ ]  N/A |  |
| 9 | Has a contingency/mitigation strategy been identified to address each product’s test risk (i.e., quality)? \* | [ ]  Yes [ ]  No [ ]  N/A |  |