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 |  |