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 | ***<*** |

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| **DOCUMENT REVISION HISTORY** | | | |
| Date | Document Version | Revision Description | Author |
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# INTRODUCTION

# sample test plan checklist

| Item # | question | response | comment / AREA TO ADDRESS |
| --- | --- | --- | --- |
| **Document Format** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |
| **Introduction/Overview** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |
| **Test Items** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |
| **Features To Be Tested or Retested** | | | |
| 1 |  | Yes  No  N/A |  |
| **Features Not To Be Tested** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |
| **Test Approach/Strategy** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |
| **Pass/Fail Criteria** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |
| **Suspension And Resumption Criteria** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |
| **Test Deliverables** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |
| **Testing Tasks** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |
| 3 |  | Yes  No  N/A |  |
| **Environmental Needs** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |
| **Roles And Responsibilities** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |
| **Schedule** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |
| **Staffing and Training Needs** | | | |
| 1 |  | Yes  No  N/A |  |
| **Defect Reporting** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |
| **Metrics and Reporting** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |
| **Risks And Contingencies** | | | |
| 1 |  | Yes  No  N/A |  |
| 2 |  | Yes  No  N/A |  |