<Project/Sub-project Title>

**Project Plan for Testing Project**

<Testing Phase>

<Office/Group>

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**Document Control**

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|  |  |  |  |  |  |  |  |

# Project Overview

## Project Description

|  |  |
| --- | --- |
| **Customer Name and Location** |  |
| **Project Name** |  |
| **Project Type** |  |
| **Industry Practice** |  |
| **Service Practice(s)** |  |
| **Geography** |  |
| **Project Size** |  |
| **Project Objective** |  |
| **Budget** |  |
| **Project Start Date** |  |
| **Expected Project Completion Date** |  |
| **Interface Systems** |  |
| **Methodology** |  |
| **Hardware and Software Environment** |  |

## Project Deliverables

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Serial #** | **Major Milestones/**  **Phases** | **Deliverable** | **Type** | **Media** | **Quantity** | **Due Date** | **Location** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

## Assumptions, Dependencies and Constraints

**Assumptions**

*< List down the Assumptions here>*

* *<Project name>* will provide access to relevant applications in test environment for testing to be executed.
* *<Project name>* will provide any third-party software and tools that are required for testing activities.
* Adequate hardware and software resources will be available.
* Adequate manpower will be available.
* Adequate skills will be available.
* Prompt responses from the client on queries from the project.

**Dependencies**

*< List down the Dependencies here>*

* The network connectivity to *<Project name>* onsite resources from the *<Company Name>* offshore center.
* Availability of the *<Project name>* communication link for access to *<Project name>* resources.

**Constraints**

*< List down the Constraints here>*

* Throughput of the communication link for the software transmission.
* System access time is slow as we must work on a *<Server name>* for all software.

# Project Organization

## Roles Responsibilities and Organizational Boundaries

*<List down the role’s responsibilities and organizational boundaries here in the table>*

|  |  |
| --- | --- |
| **Organizational Entity** | **Responsibilities** |
| **Project Lead** |  |
| **Team Lead** |  |
| **Testing Team** |  |
| **Customer** |  |

The composition of the Project Team will be < *explain the roles played by each individual member in the team such as Project Leader, Testing Team Lead, QA Expert, QA Coe, System testers, Automation Testers >*

## Hardware and Software Requirements

|  |  |  |
| --- | --- | --- |
| **Hardware/Network** | **Configuration** | **License With** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Software** | **Version** | **License With** |
|  |  |  |
|  |  |  |
|  |  |  |

# Risk Management

## Project Risk Management

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Serial #** | **Risk Factor** | **Area of Impact** | **Probability** | **Loss** | **Risk Exposure** | **Resolution** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Risk factors will be closely tracked, and the status will be reported and reviewed in *<Tracker Name>* as per Risk Management procedure in the Project Procedures Manual.

# Quality Assurance Process

## Quality Objectives

*<Specify the quality objectives of the client here>*

## Metrics

*<Describe about the Metrics/ Metrics Version over here>*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Serial #** | **Metrics Name** | **Description/Unit** | **Test Stage** | **Frequency** | **Collection** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Tests and Reviews

The Tests that will be conducted are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Serial #** | **Test Phase** | **Features to be Tested** | **Test Environment**  **(tool/test/software)** | **Test Coverage** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Testing Guidelines *<Mention the guidelines here>*will be followed in carrying out the testing activities. Appropriate tools will be used where possible for testing and debugging.

Test results will be recorded, and defects will be classified as recommended. Deviations in the classification of defects, if any, will be highlighted. Prior to the delivery, necessary procedures should follow.

The Reviews that will be conducted are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Items** | **Estimated Effort** | **Responsibilities Coverage** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Configuration Management

## Configuration Management Activities and Responsibilities

### Responsibilities

|  |  |
| --- | --- |
| **SCM Activities** | **Person Responsible** |
|  |  |
|  |  |
|  |  |

### SCM Activities

*<Team Name>* will be used for test case maintenance for configuration management. All the deliverables and the client-supplied documents will be treated as configurable items.

## Configuration Identification

### Configuration Items & Baselines

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CI** | **Baseline** | **Stage** | **Criteria** | **Approving Authority** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Baseline & Change Management Procedure

*<Mention the document path here>*

|  |  |
| --- | --- |
| **Activity** | **Procedure** |
|  |  |
|  |  |
|  |  |

### Traceability Mechanism

Traceability Matrix will be used to ensure that the testing covers all requirements. This is used to measure the test coverage.

*<Traceability Matrix Excel sheet path can be mentioned here>*

## Code and Media Control

For all the items Test Plan, Test Design and System Test Results maintained at *<Project name>*, the backups are taken by*<Application name>*.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Serial #** | **Software Item Type** | **Backup Type** | **Backup Media Location** | **Media Location** | **Periodicity** | **Responsibility** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## Naming Convention

*<Project Name>* Naming Conventions will be followed wherever applicable. *< Mention all the standards and guidelines of naming convention to be followed over here>*

## Software Library Structure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Library** | **Type** | **Purpose** | **Access Control** | |
| **Person** | **Access** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Technical and Operational Process

## Centre/Project Specific Tool

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Serial #** | **Tool Description** | **Source** | **Phase/Activity** | **Purpose** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Operational Process

### Common Entry Criteria

The following entry criteria are applicable for each phase:

* Project has been initiated.
* Environment for the current phase has been set up. This includes standards and guidelines.
* Hardware and software resources are available and set up.
* Any input document to the phase not generated by the project team has been reviewed, approved and released for use. This includes inputs from customer and the support groups in *<Project name>.*
* Process data repository has been referred for relevant metrics
* *<System Name>* has been referred for reusable components and best practices

### Common Project Activities

In addition to the activities stated in the architected process, there are other activities that need to be carried out.

*<Describe the activities or guidelines here>*

These procedures must be performed throughout the project as and when required.

### Phase Descriptions

#### Project Start Up

|  |  |
| --- | --- |
| **Phase Description** |  |
| **Entry Criteria** |  |
| **Activities** |  |
| **Exit Criteria** |  |
| **Work Items** |  |
| **Reference** |  |

#### Test plan

|  |  |
| --- | --- |
| **Entry Criteria** |  |
| **Tasks** |  |
| **Validation and verification** |  |
| **Exit Criteria** |  |
| **Work Items** |  |

#### Test design

|  |  |
| --- | --- |
| **Entry Criteria** |  |
| **Tasks** |  |
| **Validation and verification** |  |
| **Exit Criteria** |  |
| **Work Items** |  |

#### <System/Automation/Regression/Load> Testing

|  |  |
| --- | --- |
| **Entry Criteria** |  |
| **Tasks** |  |
| **Validation and verification** |  |
| **Exit Criteria** |  |
| **Work Items** |  |
| **Reference** |  |

#### Project Wind-Up

This phase describes the activities involved in winding up the testing project.

|  |  |
| --- | --- |
| **Entry Criteria** |  |
| **Activities** |  |
| **Validation and verification** |  |
| **Exit Criteria** |  |
| **Work Items** |  |

## Associate Requirements

The following is the staffing requirement for the project:

|  |  |  |
| --- | --- | --- |
| **Role** | **Skills** | **Level** |
|  |  |  |
|  |  |  |
|  |  |  |

The following is the staffing requirement for each phase of the project:

|  |  |  |
| --- | --- | --- |
| **Phase** | **Level** | **Project Team** |
|  |  |  |
|  |  |  |
|  |  |  |

## Customer Involvement

**A. Interaction with the Customer/Onsite Management:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role in Project** | **Role in Customer Site** | **Mode of Interaction** | **Frequency of Interaction** |
|  |  |  |  |

**B. Input from Customer:**

|  |  |  |
| --- | --- | --- |
| **Phase** | **Inputs from Customer** | **Planned Date** |
|  |  |  |
|  |  |  |
|  |  |  |

**C. Customer’s Responsibilities (including validation and verification activities)**

Please refer to Stakeholder matrix in Appendix A.

**D. Progress Reporting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Entity** | | **Periodicity** | **Minimum Contents of the Report** |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**E. Progress Review**

All communication / clarifications pertaining to day to day operations will be updated by the *< Team Member Name>* daily through meetings and email.

**F. Customer Feedback**

Customer feedback will be collected at the end of project or half yearly whichever is earlier.

**G. Customer-supplied Products**

All customer-supplied products/documents are recorded in < Tracker Name>. All such products/documents will be reviewed and used only within and by the Project Team. These items will be returned to the customer on completion of the project.

**H. Acceptance Criteria**

All deliverables produced by <Project name> during transition and steady state require < Product Owner> Review and sign off.

A deliverable is not complete until signed off by <Product Owner name>.

## 6.5 Training Plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Training Planned** | **Start Date** | **End Date** | **Duration** | **Contact Person** | **Team Member** | **Role** | **Requirements** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# General Details

## Project Monitoring and Controlling

The procedures used for project management review and reporting mechanisms are as follows:

|  |  |
| --- | --- |
| **Activity** | **Project Procedure Reference** |
|  |  |
|  |  |
|  |  |

The project team will meet *<Periodicity>* to share information and discuss the following; the minutes of the same will be maintained:

* Task allocation
* Project status report
* Technical issues
* Process issues
* Status of the deliverables and Work-In-Progress
* Causal analysis findings and the preventive actions defined
* Status of implementation of corrective and preventive actions
* Lessons learnt
* Best practices
* New processes at the center

## Standards and Guidelines

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Serial #** | **Work Item/Phase** | **Standards/Guidelines** | **Author/Publisher** | **Version** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Issue Prevention

Typically, the following activities will be performed as required:

* Issue data collection.
* Causal Analysis of Issue.
* Preparation or update of Issue Prevention Checklist.
* Revision of project processes or activities based on DP action items.
* Study of Issue prevention measures in Kick-off meetings.

## Problem Reporting and Corrective Action

|  |  |  |  |
| --- | --- | --- | --- |
| **Serial #** | **Activity** | **Project Reference** | **Procedure** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*<Describe the problems here>*

## Record Collection, Maintenance and Retention

For records collection, maintenance, retention, and access, the following procedures can be followed:

|  |  |  |
| --- | --- | --- |
| **Serial #** | **Activity** | **Project Procedure Reference** |
|  |  |  |
|  |  |  |
|  |  |  |

The filing system for the project will be as given below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Serial #** | **File ID** | **Description** | **Contents** | **Location** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Common Tools

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Serial #** | **Tool Description** | **Source** | **Phase/Activity** | **Purpose** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Process Improvement Initiatives

The project will participate in the continuous process improvement efforts of *<Project Name>.* The project team members will be encouraged to provide Process Improvement.

*<Describe Company’s process improvement plans and initiatives>*

## Definitions an Acronyms

|  |  |
| --- | --- |
| **Acronyms** | **Definitions** |
|  |  |
|  |  |
|  |  |

## Reference Material

*< List down the reference material here (If any)>*

# Appendix

## A. Stakeholders and their Responsibilities

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Process** | **Customer** | **Senior**  **Management** | **HR** | **Internal Infrastructure** | **Training** | **Expenditure** | **Tech**  **COE** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

## B. Master Schedule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **<Project Name> QA Engagement** | | | | | | | |
| **Phase🡪** | **Testing** | | | | | | |
| **QA Team** | Week 1 | Week 2 | Week 3 | Week 4 | Week5 | Week 6 | Week 7 |
|  |
|  |
|  |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **<Project Name> QA Engagement** | | | | | | | | | | | | |
| **Phase🡪** | **Testing** | | | | | | | | | | | |
| **QA Team** | Jan  Date | Feb  Date | March  Date | April  Date | May  Date | June  Date | July  Date | Aug  Date | Sept  Date | Oct  Date | Nov  Date | Dec  Date |
|  |
|  |
|  |
|  |