Project Name
Test Plan

Table of Contents

History of Changes – VERY important to track history of changes to document, who made the changes, and why.

Version	Date	Change
First Draft		

Purpose

The purpose of these test cases is to verify changes to

Related Documents

Requirements Document and location (path)

Test Team

List Test Team members and phone numbers

Test Case Abbreviations

Req	Requirement that the test cases are validating (number / identifier)
Case	Test Case Number / Identifier
Action	Action to perform
Expected Result	Result expected when action is complete
P / F	Pass / Fail indicator. Checkmark = Pass. "F" = Fail
Notes	Additional notes, error messages, or other information about the test.

Items Not Covered by These Test Cases

List any functions or processes not being tested and why.

Bug Tracking

The "Insert Name Here" Database will be used to track defects found while performing the test cases. All defects will be logged as they are discovered. Defects will be assigned to Person A to fix, or to Person B to investigate.

Quality Control

The completed test cases will be reviewed to ensure that all cases were run; that all were completed successfully; and that any deviations from the test cases were noted accordingly. Each step should be marked as Passed or Failed. Failed cases should be marked with the date and time of the failure, and the associated test track number. When the failed cases is fixed, the date and time of the retest should be noted.

ROLE (Security Role)
Function (Section of Software being Tested)

Case Number	Action	Expected Result	P / F	Notes