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**Document Revision History**

The following table contains the list of revisions made on this document’s content constituting different versions of this document.

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| **Version Number** | **Reference Version No.** | **Revision Date** | **Revision Author** | **Change Description** |
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**Introduction**

[NAME OF SOFTWARE] is a tool a business can use to record and to update relevant information of its customers such as [INSERT DETAILS]. This software efficiently takes advantage of the Internet to generate such customer information without having to involve the [DETAILS] department. This software functions of the system are used by business, making the program available anytime. Security policies of the business may be applied to this software, which entails that an employee can only look into the customer’s information which he/she is authorized to have access to. It is the responsibility of [DETAILS] to update certain fields on the software to help aid in the preservation of security and confidentiality of customer information.

This test plan covers the objectives, assumptions, principles, and test approach that the software project members, project manager, technical team, business analysts, and other business stakeholders will apply during the test implementation and management procedure of the software. A definition on the test environment is also provided for further reference of the test plan.

**Objectives, Assumptions, Principles**

**Objectives**

The company aims to achieve the following through this test plan:

* + 1. To validate software functionality following its module and relevant specifications;
    2. To identify and fix all defects found upon the implementation of the software test, prioritizing those with high and medium severity as per company criteria and lower severity for future fixing;
    3. To provide and deliver a useful and high-quality software product that the business clients can utilize in their daily operational systems;
    4. [INSERT ADDITIONAL DETAILS];

**Assumptions**

The company incorporates the following assumptions during the execution of this software test plan:

1. [DETAILS] data is should be made available for the implementation of the software on the system or program used by the business;
2. Test Team A will be responsible for the preparation of the Test Environment and the software test execution;
3. Test Team A will gain access to the Test Environment through [INSERT DETAILS];
4. [INSERT ADDITIONAL DETAILS];

**Principles**

The company considers the following principles during the execution of this software test plan:

1. Software testing shall be done according to the business objectives pertaining to the functionality of the program;
2. Procedures during the test are regular and consistent for all associated teams to support during the execution;
3. Software testing shall involve division of tests into different phases, each phase shall be implemented based on specified business objectives;
4. [INSERT ADDITIONAL DETAILS]

**Test Approach**

The software will be tested using a test approach that involves loading the data to be used during the testing activities. The first procedure is called exploration, which entails running the software without any kind of script or documentation. The second procedure under this approach involves the use of the functional scripts for the software provided by [SOFTWARE COMPANY]. This procedure can only be done once the exploration is done on the software. After all other levels are executed and selected, end users will have the privilege to experience both the exploration and functional process. After the aforementioned test procedure, this software test is completed and is prepared for production release.

The following criteria will be used as a reference by the test team to approve the functionality of the software.

[INSERT CRITERIA DETAILS]

**Implementation Strategy**

The implementation of the software test will commence after the prompt preparation of the Test Environment. This involves reference to entry and exit criteria labeled by the company, which determines what the team will assess at the end of the software test.

[INSERT CRITERIA DETAILS]

The functional test procedure will be divided into phases, each of which will involve usage of the scripts. Phase A enables the test team to identify [DETAILS]. Phase B aids test team in distinguishing [DETAILS]. Software testers are expected to execute all scripts associated with the functional test procedure. Software defects will be tracked using [DETAILS] only. The technical team will address such defects and will try to fix them.

In order for the test team to determine the progress and level of success of this software test, the test metrics provided below will define whether or not the project manager approves the production and the release of the software.

|  |  |  |
| --- | --- | --- |
| **Test Report** | **Report Details** | **Frequency** |
| Preparation Stage | [INSERT DETAILS] | ☐ Daily  ☐ Weekly  ☐ Quarterly  ☐ Monthly |
| Beginning Execution |  | ☐ Daily  ☐ Weekly  ☐ Quarterly  ☐ Monthly |
| Middle Execution |  | ☐ Daily  ☐ Weekly  ☐ Quarterly  ☐ Monthly |
| Final Execution |  | ☐ Daily  ☐ Weekly  ☐ Quarterly  ☐ Monthly |
| Periodic  Implementation Status |  | ☐ Daily  ☐ Weekly  ☐ Quarterly  ☐ Monthly |
| Periodic  Implementation Report |  | ☐ Daily  ☐ Weekly  ☐ Quarterly  ☐ Monthly |

The chart below provides the flow of the implementation strategy prepared for the test team to execute the software test plan.

[INSERT FLOW CHART DETAILS]

**Test Management Procedure**

The test team will use [INSERT DETAILS] as a tool for the company to manage the test procedures implemented. Software test results will be updated on such a tool to monitor the status/progress of the software. The test team will provide the resources necessary to access the test cases recorded within the tool. During the [INSERT DETAILS] phase, the aforementioned test cases will be written directly on the tool. Thus, any modification to these cases will be updated using such a tool.

Each member of the test team will gain access to the tools regarding their respective test cases and will update the progress of each by following the procedures for implementation presented in the software test plan. If a member encounters any defect on the software during the test implementation, such defect will be entered into the test management tool linked to a certain test case or test process. The defect will be fixed by the test team member and update changes to the software test cases through [DETAILS].

**Test Environment**

[NAME OF SOFTWARE] will be tested using [DETAILS] at the [LOCATION] as the host site. The software will be hosted with [NUMBER] servers with one to host the actual software and the other to host the relevant database. [DETAILS] will be available for the test team to use during the test implementation of the software.