

Simple Test Plan Template

Project Name: Indicate name of project, application, UI, or fix

Testing Services Requested By: Indicate individual or department requesting testing to be performed

Date Requested (Today's Date): Indicate date of the above request

Technical Director: Indicate appropriate director

Project Manager: Indicate project and/or program manager (if any)

Test Lead: Indicate the Test Lead (your name)

Project Information
<p>Objective of Project: State the purpose and objective of the project. What functionality is being created, added, and/or modified to what application/system and why?</p>
<p>Documentation Available (if any): List any project-related documentation (and network directory location), such as business requirements, functional specification, and/or technical design.</p>
<p>Summary of Testing Required: Summarize what needs to be tested in terms of functionality, components, business processes, and/or data flows.</p>
<p>Test Environment: List the environment where testing is to be performed.</p>
<p>Test Data Required: Specify the test data necessary to perform testing</p>
<p>Tools Required: Specify tools that will be used to complete testing, such as Test Director or WinRunner.</p>
<p>Testing Key Contacts and/or Subject Matter Experts: Identify and list key contacts and/or subject matter experts that are essential to complete testing</p>
<p>Special Testing Requirements: Indicate any unique testing requirements and/or instructions.</p>

Project Timeline	Start Date	End Date
Development	Enter development start date.	Enter development end date.
Product Testing: Staging Environment	Enter start date.	Enter end date.
Performance Testing: PLT Environment	Enter start date.	Enter end date.
Product Testing: Production Environment	Enter start date.	Enter end date.
Estimated Launch Date:	Enter estimated launch date.	