*[Project Name]*

Testing Strategy

*<MM/DD/20XX>*

VERSION HISTORY

[Provide information on how the development and distribution of the Testing Strategy was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | *<name>* | *<mm/dd/yyyy>* | *<name>* | *<mm/dd/yyyy>* | *Initial Plan* |
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***Note to the Author***

***This template has been provided by the Georgia Technology Authority Enterprise Portfolio Management Office. Questions should be directed to epmo@gta.ga.gov***

[This document is a template of a **Testing Strategy** document for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.

* Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.
* Blue italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular project.
* Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.

When using this template for your project document, it is recommended that you follow these steps:

1. Replace all text enclosed in angle brackets (e.g.,, <Project Name>) with the correct field values. These angle brackets appear in both the body of the document and in headers and footers. To customize fields in Microsoft Word (which display a gray background when selected):
   1. Select File, Properties, Advanced Properties. Select the Summary tab and fill in the Title field with the Document Name and the Subject field with the Project Name.
   2. Select the Custom tab and fill in the Last Modified, Status, and Version fields with the appropriate information for this document.
   3. After you click OK to close the dialog box, update the fields throughout the document with these values. Select the Home tab, Editing section, Select All (or Ctrl-A) and pressing F9. Or you can update an individual field by clicking on it and pressing F9. This must be done separately for Headers and Footers.
2. Modify boilerplate text as appropriate to the specific project.
3. To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Body Text.
4. To update the Table of Contents, go to “References” and choose the option- “Update entire table.”
5. Before submission of the first draft of this document, delete this “Notes to the Author” page and all instructions to the author, which appear throughout the document as blue italicized text enclosed in square brackets.[ ]

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# Introduction

*[This document describes the testing strategy and approach for the [Project]. Primary emphasis is placed on the strategy for full integration testing.*

*After a brief overview of Unit, Integrated/System, User Acceptance Testing and*

*Performance/Volume Testing, this document covers test objectives and approach, test planning and execution, the general test strategy, and test team member roles & responsibilities.]*

# Purpose

[This document outlines the testing strategy that the implementation team will use during the testing phases of the [Project]. The purpose of these tests is to verify that the new, integrated system performs without error and as specified according to approved functional design and scope. The testing scope encompasses functionality, conversions, and customizations, interfaces to and from internal and external systems, reports (both ‘out-of-the-box’ and custom), and security for the following [Application] modules:

• Module 1.]

## Objectives

[The key to a successful test is integration. The main goal is to test transaction processing, as it will occur in the production environment. In order to accomplish this during Integrated/System and User Acceptance Testing, the test team combines the processing functions of the system and exercises them in varied combinations. These combinations are built through incremental integration of system requirement components, and verified through the use of the Integrated/System and User Acceptance test plans. This approach is used to ensure thorough testing of processing functions and to verify their accuracy. The objectives of the testing cycles include:

* Objective 1.]

## Assumptions

[Certain assumptions were made in the process of developing the test plan. In order to ensure successful and timely completion of testing activities, it is important that these assumptions are valid. It is assumed that:

* Assumption 1]

## Testng Process Owner

[List the role or the individual who will be responsible for the test process. Also, indicate if a third party vendor coordinator is involved and any provider contact information for infrastructure needs.]

## Testing Environments

[Identify the infrastructure technology environments where testing will be executed.]

# Levels of Testing

[The comprehensive testing of a system involves several phases. The following illustration outlines the phases of testing performed to ensure the satisfactory operation of [the Application] for production. The phases build on one another by ensuring that individual system components function to meet requirements and design specifications. As the testing phases are completed the testing becomes more integrated and rigorous.

Testing Hierarchy

|  |  |
| --- | --- |
| Program Level | Program Design |
| Program Coding |
| Unit Testing |

|  |  |
| --- | --- |
| System Level | Integration Testing |
| User Acceptance Testing |
| Volume Testing |

Production

|  |  |
| --- | --- |
| Unit Testing | The goal of unit testing is to isolate each part of the program and show that the individual parts are correct. This is completed by resources that participated in system development. |
| Integration/System Testing | Using a combination of manual and automated processes, every aspect of the full system operation is tested for correctness and operating efficiency. Test scripts will be utilized to perform this testing. The major components of the new application are tested, including conversions, interfaces, customizations, and reports. Efficiency is evaluated and system corrections are made accordingly. |
| User Acceptance Testing | In UAT, end users are asked to process the test scripts that have been developed and modified during Integration Testing. The entire application is tested in full to ensure it is ready for production. |

# Test Plan and Execution

[Testing will be a controlled process that requires careful planning and execution. As leadership and guidance is vital to the success of testing, the Project Manager will act as Test Coordinator for all testing, unless a Test Manager or Coordinator is assigned. The Test Coordinator will oversee test script development, arrange testing locations, coordinate problem resolution, and generate test results documentation.

The module leads will work to develop a comprehensive set of test scripts for use in System/Integrated and User Acceptance testing and any other test phases required.]

## Testing Components

[The creation of specific test scripts begins with an evaluation of the various business processes. These processes are broken into one or more objectives, under which there may be one or more testing conditions. Within a testing condition, one or more steps will be detailed.]

# Testing Scope

## Inclusions

[All conversions, interfaces, customizations, business critical reports, and functionality as defined in the approved Scope Document, will be included in the testing scope.]

* *Scope Component 1*
* *Scope Component 2*

## Exclusions

[Identify any testing that will be out of scope.]

# Testing Strategy

[The testing strategy consists of executing Unit Testing, System/Integration Testing, and End User Acceptance Testing prior to the move to production. Testing requires the acceptance and approval from the Project Manager. Test records will be created for Unit Testing and formal Test Scripts will be created for System/Integration testing and User Acceptance testing and maintained in the testing folder.]

# Issue Reporting, Tracking and Resolution

## Unsuccessful Tests

[Describe the process to follow when a test script fails to produce the expected outcome:]

1. Step 1

2. Step 2

## Script Errors

[If an incorrect test script causes the error, define the process that is to be taken:]

1. Step 1

2. Step 2

## Testing Review Meeting

[During System/Integration Testing and End User Acceptance Testing, a Testing Review Meeting will be held as on an as-needed basis. As testing begins a decision will be made to determine the frequency. The purpose of the Testing Review Meeting is to ensure the maximum efficiency of the project and testing teams through close cooperation of all involved parties.]

The objectives of the Testing Review Meeting will be:

1. Objective 1

2. Objective 2

## Error Tracking and Resolution Procedures

[The tester will refer any major incidents to the Test Coordinator. The Test Coordinator will log a formal incident in the Test Issues Log, and should be located at a team-accessible location. This has several advantages:

* Prevents the testers from trying to proceed beyond 'showstoppers'
* Puts the project management and/or technical leads on immediate notice of a problem
* Allows the developer to put on any traces that might be necessary to track down the error

For all incidents, excluding script errors, a determination will be made if the issue prevents the continuation of testing or not. If testing cannot continue, the appropriate project team members will troubleshoot the problem and determine a resolution before testing can continue. If testing can continue, the appropriate project team members will be identified to troubleshoot the problem and determine a resolution in the quickest timeframe possible.]

# Risks

## Risks

[All risks associated with testing will be maintained and monitored in the Risk Log.]

Appendix A: Testing Plan Approval

The undersigned acknowledge they have reviewed the *[Project Name]* **Testing Strategy** and agree with the approach it presents. Changes to this **Testing Strategy** will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are desired. Examples of such individuals are Business Owner, Implementation Manager or Project Sponsor. Add additional lines for signature as necessary. Although signatures are desired, they are not always required to move forward with the practices outlined within this document.]

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
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| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

APPENDIX B: REFERENCES

[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| *<Document Name and Version Number>* | *[Provide description of the document]* | *<URL or Network path where document is located>* |

APPENDIX C: KEY TERMS

*[Insert terms and definitions used in this document. Add rows to the table as necessary. Follow the link below to for definitions of project management terms and acronyms used in this and other documents.]*

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |