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Project Name

Sample Acceptance Test Plan

Date

SAMPLE
TEMPLATE

Change Control Page

The following information is being used to control and track modifications made to this document.

- 1) Revision Date:
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Title Page

Document Name: *Project Name*
Acceptance Test Plan

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Preface

Document Version Control: It is the reader's responsibility to ensure they have the latest version of this document. Questions should be directed to the owner of this document, or the project manager.

Life Cycle Stage: *Project Name* is in the Acceptance stage of the software life cycle.

1. Project/System Information

1.1 Project Objectives

The business/organizational objectives to be achieved by the project or system.

1.2 System Description

Brief description of the system and functions it is intended to perform.

1.3 References

Identify sources of information used to develop this document, such as IEEE or project documentation.

1.4 Outstanding Issues

Any outstanding issues relative to this project and in particular acceptance testing.

1.5 Roles and Responsibilities

The person(s) responsible for, and involved in, all aspects of acceptance testing, both during preparation and execution, and their roles. Document names and roles or reference the Work Breakdown Structure, where these persons and associated activities are typically identified. Include customer/system owner, development/test team, and external persons/groups.

2. Test Plan

2.1 Scope

The scope (boundaries) of the acceptance test - what is, and what is not (that which someone may otherwise believe is) included in the test.

2.2 Testing Approach

- X The types of tests which will be performed (e.g., functional testing, security testing, stress testing, timing tests, compliance testing, capacity testing).
- X The level at which testing is performed (e.g., system level, component level, integration level).
- X Test methods, tools, harnesses and procedures to be used.
- X Source(s) of test data.

2.3 Test Schedule

A detailed schedule - also known as a Work Breakdown Structure (WBS) - indicating all acceptance testing activities to be performed, and the planned start and end dates for each.

2.4 Problem Reporting and Data Recording

- X Description of, or reference to, the problem reporting process which will be used.
- X Description of how test results will be recorded.
- X Description of how problems will be tracked to resolution.

2.5 Resource Requirements

- X Hardware requirements (e.g., hardware items, interfacing equipment).
- X Software requirements (e.g., operating systems, compilers, test drivers, test data generators).
- X Documentation requirements (e.g., test documentation).
- X Staffing requirements (e.g., development team, end users, customers).
- X Test data requirements.
- X Other requirements (e.g., special equipment, rooms, specific times of day or week, turnaround times, training required).

2.6 Test Environment

Describe the plans for setting up the test environment.

2.7 Identification of Tests

List of individual tests and objective(s) of each test. Note: At least one Test Case should be prepared for each test identified here.

2.8 Acceptance Test Report

Document what will be included in the Acceptance Test Report. This report usually closes out the acceptance process.

2.9 Corrective Action

The process that will be used to apply corrections and re-test those cases which fail. This process should be iterative, until each test case has successfully executed.

3. Test Cases

The attached Test Scenario Specification Form provides a template for use in preparing individual test cases. The form can be customized as appropriate.

The following is a description of the content of key fields. The others, e.g., Written By, are deemed to be self explanatory.

- Version No.: The version number of the software being tested.
- Release No.: The release number of the software being tested.
- Build #: The tracking number associated with the module, or set of modules, packaged together that perform the function tested by this test case.

Test Scenario#: A number (sequential) assigned to this test case for tracking purposes.

Requirement #: The number of the requirement that will be proven by this test case.

Environment: E.G., mainframe, client/server.

Machine tested: E.G., PC, server.

Retry #: A sequential number representing the number of times the test case has been executed.

STEP#: A number (sequential) associated with the step to be performed in the test scenario.

Description: What happens in this step.

SAMPLE

[SYSTEM] [Module]
Test Scenario Specification Form

Version No.:		Build #:		Requirement #:		Page:
Release No.:		Test Scenario #:		Environment:		of
				Machine Tested:		
Written By	Date	Reviewed By	Date	Executed By	Date	Retry #

Instructions:

Test Scenario Objective:

Assumptions/Dependencies:

Test Files/Test Data:

SAMPLE

STEP#	DESCRIPTION	EXPECTED RESULT	ACTUAL RESULT