

**<See Instructions: Enter Department Name>**

**<Project Name> Test Plan**

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**Title** *<briefly identify proposed project – if necessary, add a short subtitle of no more than 1 or 2 lines>*

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**From:** < >

**To:** < >

**File Name:** *<file name>*

**Date First Created:** *<mm/dd/yyyy>*

**Date Last Updated:** *<mm/dd/yyyy this date is very important because there may be multiple versions as new data is analyzed>*

**Purpose of the Document**

The purpose of the test plan is to ensure adequate testing is described and performed to validate that the application or changes to the application function as expected. The test plan identifies the test scripts or scenarios, responsible tester, expected results, and test results.

*Template Instructions*

*The change activity page may be too formal for some smaller projects or enhancements and can be removed.*

*Insert information between left and right brackets - < >.  
Delete Brackets.*

*Information in italics is additional template instructions.  
Delete all italicized instructions.*

*In file on the menu go to properties and in the summary folder enter the document title and author (person or group).*

*If the document is longer than 5 pages, you should insert an automatic table of contents*

<Insert Diagram or Picture - Optional>

**Document Change Activity**

The following is a record of the changes that have occurred on this document from the time of its original approval.

#	Change Description	Author	Date

1 Test Plan ..... 4  
1.1 Test Objective #..... 4  
1.2 Test Objective #..... 4

## 1 TEST PLAN

*This is to provide you, the testing team, with a general guideline for testing the enhancements. When you are testing the system, please do the following things:*

- 1. Freely comment and question anything that looks or seems wrong.*
- 2. Report any errors you encounter.*

*Provide a brief description of the overall testing approach.*

### 1.1 TEST OBJECTIVE #

Test Scenario:

*Provide a description of the area of functionality to be tested and a test scenario to check the validity of the fix or enhancement you've created. Example: Entering a numeric value in a text only field returns a valid error message with a clear explanation of what needs to be done to correct the error.*

Preconditions:

*Those conditions that must exist for the changes made to function properly. Example: User must be logged in as an 'Eligibility Specialist'.*

Tester	Action (steps taken)	Expected Results	Pass/Fail	Testing Results

### 1.2 TEST OBJECTIVE #

Test Scenario:

*Provide a description of the area of functionality to be tested and a test scenario to check the validity of the fix or enhancement you've created. Example: Entering a numeric value in a text only field returns a valid error message with a clear explanation of what needs to be done to correct the error.*

Preconditions:

*Those conditions that must exist for the changes made to function properly. Example: User must be logged in as an 'Eligibility Specialist'.*

<b>Tester</b>	<b>Action (steps taken)</b>	<b>Expected Results</b>	<b>Pass/Fail</b>	<b>Testing Results</b>

*Repeat above format for additional test objectives.*