



ESD – Code 750 Test Plan (TP)

Enterprise Solutions Division (ESD), Code 750 Test Plan for *(Project Name)*

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1. Planning and Preparation

Instructions (can be removed as test plan is created)

- 1. This is a boilerplate template.*
- 2. There are xxx (X) sets of instructions in this template.*
- 3. The existing sections and sub-sections in this document are required.*
- 4. NASA Project Managers/Team Leads may add additional sub-sections as required based on the scope of their project/task.*
- 5. The existing content in this template may be modified by the NASA Project Managers/Team Leads as required.*
- 6. The Contractor TL must replace the prompts (content shown in parentheses and italics) with information specific to the project/task.*
- 7. All instructions (shown in red) should be removed from the template prior to review of the test plan.*
- 8. Instructional tables such as table 1*

1.1 Introduction

1.1.1 Purpose

This document defines the approach to be used by the Enterprise Solutions Division (ESD) for planning and executing the testing required to validate that the *(enter application, website, or SharePoint site name)* meets the requirements defined or identified by the ESD.

1.1.2 Scope

The test approach within this test plan will be used for every test cycle i.e., system test, QA (Quality Assurance) test, Section 508 testing, and UAT (user acceptance testing). By definition, this plan does not address any requirements applicable to implementation activities.



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1.1.3 Background

ESD’s primary responsibility in performing this testing is to manage the activities necessary to qualify that the *(enter application, website, or SharePoint site name)* is able to satisfy the requirements for the implementation of this application.

The testing shall encompass the following features: *(Enter a list of those features that will be tested).*

1. *(Placeholder)*
 2. *(Placeholder)*
- (Add additional features as required)*

The requirements governing this testing are derived from the *(enter document name(s) e.g., RTM).*

1.2 Goals and Objectives

The primary goal for this testing is to qualify that the *(enter application, website, or SharePoint site name)* is able to satisfy the requirements for the implementation of this application.

The following are the specific objectives defined for this goal:

1. (Contractor TL) Submit the completed test plan (including results of systems integration testing) to Code 750 for start of QA and Section 508 testing NLT *MM/DD/YYYY*.
2. Execute/start testing activities NLT *MM/DD/YYYY*.
3. Complete all testing activities testing and handoff updated test plan to customer for start of UAT (user acceptance testing) NLT *MM/DD/YYYY*.

1.3 Testing Roles and Responsibilities

The roles and responsibilities associated with each function/title are defined in Table 1.

Role	Responsibility
Contractor TL / (Code 750) TL	<ul style="list-style-type: none"> - Develop Test Plan (with inputs from team members) - Develop testing timelines within project schedule and ensure test teams adhere to these timelines for each test cycle. - Ensure testers adhere to established testing entry and exit criteria. - Monitor testing team and report on their progress as required.
Test Team Members (Contractor group, QA tester, Section 508 tester)	<ul style="list-style-type: none"> - Utilize and adhere to the approach defined in the Test Plan when conducting testing activities - Complete all required fields in the Test Plan matrices as each test scenario is completed. - Adhere to timelines in project schedules by completing activities on time - Communicate to testing peers any test issues, test environment problems, etc. in advance of next test cycle to avoid delay in testing. - Submit test results to the Test Team Lead as required. - Validate all testing results as required - Communicate any issues to Contractor TL and/or TL that impede UAT or project implementation.

Table 1: *Testing Roles and Responsibilities*



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1.4 Testing Approach

In order to plan and execute proper testing of the (*enter application, website, or SharePoint site name*), and to meet the goals defined in section 1.2 of this Test Plan, the Test Team has defined three phases for testing: Preparation, Execution, and Completion. By structuring the activity in this manner, the team will be able to define and acquire all necessary items for the activity; prepare a proper staging environment for the testing activity; execute, document, and verify the testing approach and results; and prepare a substantive recommendation to support the development of a detailed design or implementation strategy.

1.4.1 Preparation

1.4.1.1 IDENTIFICATION OF TESTING OBJECTIVES

The required capabilities or functionality to be tested are based on the requirements document (*enter the name and version of the requirements document on which the test plan is based*).

1.4.1.2 TESTING ENVIRONMENT

Instructions (can be removed when test plan is created). Enter TEST environment URL) will be the environment on which this application, website or service is tested.

1.4.2 Execution

The test team will utilize the matrix located in section 2.2 of this document to conduct their activities. Instructions for conducting the tests are also noted or referenced in this section.

1.4.3 Completion

1.4.3.1 TESTING OUTPUTS

Upon completion of each testing phase, the test lead / user group representative will provide final results/recommendations for deployment. These final remarks can be found in the following sections:

1. Section 2.3, Summary of Testing Results
2. Section 2.4, Recommendations
3. Section 2.5, Final Disposition



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1.5 Documentation and Deliverables

The formal documentation/deliverables required for testing are defined in Table 2.

Deliverable	Delivery Date	Criteria
Preliminary Section 508 Testing	Introduce design (prototype) to Section 508 tester <i>NLT MMDDYY. Note no test plan is required at this time.</i>	Prior to the Development phase, the Contractor TL will make a developer available to introduce design (prototype) to Section 508 tester to ensure compliancy.
Test Plan (complete)	System Test result and appropriate modifications to test plan <i>NLT MM/DD/YYYY</i> - Completed Test Plan submission: <i>MM/DD/YYYY</i>	Successful exit of SIT with proper substantiation must occur prior to start of QA test. Test results will be provided to (Code 750) TL <i>NLT MM/DD/YYYY</i> The testers will have until <i>MM/DD/YYYY</i> to complete their activities. The completed Test Plan will be submitted to the NASA Project Manager <i>NLT MM/DD/YYYY</i> .

Table 2: Documentation/Deliverables for Testing

2. Execution and Results

2.1 Testing Entry Criteria

Testing entry criteria will be used to ensure that all necessary and/or required documentation, facilities, tools, equipment and approvals needed for the successful execution of the testing have been identified and obligated.

The NASA Project Manager/Team Lead will work with the Test Team Lead to identify and verify that all resources are in place prior to beginning of each testing cycle. The testing will not be enacted until these criteria have been met.

Testing entry criteria is defined in Table 3. *Enter N/A for criteria that are not applicable.*

Criteria	Criteria Met (Yes/No)	Date Met	Verified by	Comments
1. <i>Test Plan</i> has been completed				
2. Project Manager/Team Lead and test teams have reviewed test plan				
3. Testing environment has been made available and publicized				
4. All testing issues identified at each testing phase have been successful remediated prior to start of next test phase				

Table 3: Testing Entry Criteria



2.2 Test Matrix

2.2.1 Overview

The requirements defined in the test matrix are taken directly from the *approved* requirements document (RQD) dated (*enter date/version*) or final RTM (*enter date/version*), both of which contain the baseline requirements. *Only the applicable reference document should be listed here.*

2.2.2 Recording Test Results

1. The Test Team will utilize the test matrix in Section 2.4 to document the results of their testing activities.
2. Test plan creator should add Expected Results, based on Customer requirements, prior to testing.
3. Comments or Notes should be entered as applicable.
4. Testers are required to enter their initials as applicable.

2.2.3 Test Matrix Instructions

Follow the instructions below to complete the test matrix. Note that a *Test Problem Log* (in Appendix A) can also be used to consolidate the issues identified in test.

Instructions (can be removed when test plan is created)

1. *Insert one (1) or more tables, as needed, in this section to plan and track test requirements, scenarios and results.*
2. *The required elements/fields for the test matrix are:*
 - *Requirement ID (from RTM)*
 - *Testing Details*
 - *Test Scenario*
Test plan creator describes the steps that must be followed in order to execute the test properly. Include any data input, pre-requisites that must exist prior to the function or process executing, role the tester must have in relation to executing the test successfully.
 - *Expected Results*
Test plan creator logs any output e.g., data, online display, report, etc. that is anticipated as output from the test.
 - *Actual Results; Pass/Fail*
Tester documents what actually occurred as a result of the test scenario being executed, and whether or not the result constitutes a Pass or Fail (of the test).
 - *Test Date*
Tester enters date the test was executed.



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Rqmt. ID	Testing Details	
	<i>Test Scenario:</i>	
	<i>Expected Results:</i>	
	<i>Actual Result(s):</i>	<i>Pass/Fail:</i>
		<i>Test Date:</i>
Rqmt. ID	Testing Details	
	<i>Test Scenario:</i>	
	<i>Expected Results:</i>	
	<i>Actual Result(s):</i>	<i>Pass/Fail:</i>
		<i>Test Date:</i>

SAMPLE



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Rqmt. ID	Testing Details	
	<i>Test Scenario:</i>	
	<i>Expected Results:</i>	
	<i>Actual Result(s):</i>	<i>Pass/Fail:</i>
		<i>Test Date:</i>
Rqmt. ID	Testing Details	
	<i>Test Scenario:</i>	
	<i>Expected Results:</i>	
	<i>Actual Result(s):</i>	<i>Pass/Fail:</i>
		<i>Test Date:</i>

SAMPLE



2.3 Summary of Testing Results

Instructions (can be removed when test plan is created) Content can be inserted when testing is completed by lead tester. Provide a brief summary of how well the application, website, or SharePoint site satisfied the test requirements.

2.4 Recommendations

Instructions (can be removed when test plan is created) Content can be inserted when testing is completed by lead tester. Provide a brief statement as to whether the application, website or SharePoint site is or is not ready for deployment based on the testing results. If not ready, identify feasible mitigations if known.

2.5 Final Disposition

Instructions (can be removed when test plan is created) Content can be inserted when testing is completed by lead tester. Provide a brief statement as to whether the application, website, or SharePoint site is or is not ready for deployment based on the testing results and verification and validation activities.

2.6 Testing Exit Criteria

Testing exit criteria will be used to ensure that all testing activities have been completed as required, per the criteria defined in Table 4.

Criteria	Criteria Met (Yes/No)	Date Met	Verified by	Comments
Testing Team Members				
1. All testing activities completed for each test phase				
2. All testing issues identified at each testing phase have been successful remediated by the end of each test phase				
3. Any associated documentation e.g., requirements document and/or test plan have been updated				

Table 4: Testing Exit Criteria



3. Administration

3.1 Control Information

Originating Group:	Code 750 Enterprise Solutions Division	Date: MM/DD/YYYY
Author(s):	<Code 750 representative>	Date: MM/DD/YYYY
Reviewer(s):	<Code 750 representative>	Date: MM/DD/YYYY
Approved by:	Dwaine Kronser, Code 750 Division Chief	Date: MM/DD/YYYY
(Customer) Approved by:	<Customer name(s)>	Date: MM/DD/YYYY
Training provided by:	<list name if applicable>	Date: MM/DD/YYYY
Posting completed by:	<Code 750 representative>	Date: MM/DD/YYYY

Table 5: Control Information

3.2 Change History Log

Revision	Effective Date	Description of Changes
Baseline	MM/DD/YYYY	Initial Release

Table 6: Change History Log

