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FREE TEMPLATE

Test plan template

A lean, fill-in test plan for product teams: objectives, scope, risks, approach, environments, entry/exit criteria, defects, schedule and reporting.

> A lean test plan inspired by IEEE 829 / ISO/IEC/IEEE 29119-3. Replace the grey guidance with your content; delete what you don't need. Aim for 3–6 pages.

1. Document control

PROJECT / RELEASE	
VERSION / DATE	
AUTHOR / APPROVERS	

2. Objectives

QUALITY GOALS	What must be true for this release to ship? e.g. 'no critical defects in payment flow; p95 < 400 ms at 300 req/s'.
STAKEHOLDERS	Who needs the results and in which form?

3. Scope

IN SCOPE	Features, endpoints, platforms, integrations.
OUT OF SCOPE	State explicitly what is not tested and why.

4. Risks & priorities

RISK	LIKELIHOOD	IMPACT	MITIGATION / TESTS
Payment amounts wrong due to rounding			Boundary tests on amounts/currencies
Peak traffic exceeds capacity			k6 load + spike test
Tenant data exposure			Authorization matrix tests (BOLA)

5. Test approach

TEST LEVELS	Unit, API/integration, contract, E2E UI, exploratory.
NON-FUNCTIONAL	Performance (load/stress/spike/soak), security (OWASP Top 10 / API Top 10), accessibility, compatibility.
AUTOMATION	What is automated, which tools (e.g. Playwright, k6), where it runs in CI.
TEST DATA	Source, anonymisation, reset strategy, accounts/roles.

6. Environments

ENVIRONMENTS	Name, URL, data, how close to production, who owns it.
TOOLS & ACCESS	

7. Entry & exit criteria

ENTRY	Build deployed, smoke test green, test data loaded, blockers from last cycle fixed.
EXIT	All planned tests executed; 0 open critical; ≤ N open major with workaround; NFR targets met.
SUSPENSION	When do we stop testing (e.g. environment down, > 3 blockers)?

8. Defect management

TOOL & WORKFLOW	

SEVERITY DEFINITIONS	Critical: data loss, security, payment wrong, no workaround · Major: key function broken, workaround exists · Minor: cosmetic or edge case.

9. Schedule & responsibilities

MILESTONES	
ROLES (RACI)	

10. Reporting

CADENCE & FORMAT	Daily status in channel; final test summary report with coverage, defects, NFR results and recommendation.
SIGN-OFF	

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