# Test Plan / Testing Summary Report N:\My Pictures\uwlogo.gif

Test plans provide information for the identification, control, status reporting and signoff of a body of testing. There will be one or more test plans for each strategic test plan.

## Identification:

Functional Area: x

Business Process(es): x

Project No./Title(s): x

Functional Leader(s): x

Test Plan Prepared By: x

Date / Revision Number: x

## Testing / Test Data Summary:

Describe the overall testing and test data to be used.

## Known Issues / Bugs to be Highlighted:

Describe the known issues and bugs to be highlighted in testing.

## Security Roles:

Describe security roles to be used in testing (may differ by instance area).

## Pre-Requisite Setup Required:

Describe the data and security setup required to support testing in this test plan.

## Test Script Summary:

Enter one line per test script to be executed as part of the planned testing. All fields are mandatory for completion.

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| **Script ID** | **Title** | **Start Date Planned** | **Start Date Actual** | **End Date Planned** | **End Date Actual** | **Completed (Y/N)** | **Pass or Fail** | **Tester(s) (Initial, Last Name)** | **Comments** |
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## Test Review:

Testing Reviewed By / Date: x

Conclusion: x

## Test Plan Completion Signoff:

Functional Leader(s) Signoff / Date: x

**Declaration:**

“Testing best practice standards were followed, including the documented strategic test plan, test plan / summary report, test scripts and problem reporting. Formal signoff is based on actual testing completed.”

## Comments:

Additional comments / information relating to testing strategies