



# Test Plan / Testing Summary Report

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.

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 Plan / Testing Summary Report  
Identification: x


**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