Test Script Guidelines

Test scripts provide the specific instructions required for the project team members to execute test scenarios that are referenced in a test plan. They can be documented using Word, Excel or any other tool that provides table / column features. One test script document may reflect multiple test scripts. Each test script ID can be made up of one or more individual tests, each with its own test sequence number. The exact format of the test script documents and/or spreadsheets is at the discretion of the functional leader for a specific project area.

The table columns to be used are as follows:

- Test script ID   (unique identifier for test)
- Test Script Title   (should reflect objective / purpose)
- Business Process(es)
- Navigation

- Test Sequence Number (seq. # for each test making up a test script)
    - Description of Test   (incl. instructions / tips / prerequisites / dependencies, as reqd)
    - Assigned Testers (initial and last name)
    - Tested by (initial and last name) / Date
    - Expected Results
    - Actual Results
    - Current Status
    - Comments