### Outline of A Sample Test Plan

1. **BACKGROUND**

2. **INTRODUCTION**

3. **ASSUMPTIONS**

4. **TEST ITEMS**
   - List each of the items (programs) to be tested.

5. **FEATURES TO BE TESTED**
   - List each of the features (functions or requirements) which will be tested or demonstrated by the test.

6. **FEATURES NOT TO BE TESTED**
   - Explicitly lists each feature, function, or requirement which won't be tested and why not.

7. **APPROACH**
   - Describe the data flows and test philosophy.
   - Simulation or Live execution, Etc.

8. **ITEM PASS/FAIL CRITERIA**
   - Blanket statement
   - Itemized list of expected output and tolerances

9. **SUSPENSION/RESUMPTION CRITERIA**
   - Must the test run from start to completion?
   - Under what circumstances may it be resumed in the middle?
   - Establish check-points in long tests.

10. **TEST DELIVERABLES**
    - What, besides software, will be delivered?
    - Test report
    - Test software

11. **TESTING TASKS**
    - Functional tasks (e.g., equipment set up)
    - Administrative tasks

12. **ENVIRONMENTAL NEEDS**
    - Security clearance
    - Office space & equipment
    - Hardware/software requirements

13. **RESPONSIBILITIES**
    - Who does the tasks in Section 10?
    - What does the user do?

14. **STAFFING & TRAINING**
15. SCHEDULE
16. RESOURCES
17. RISKS & CONTINGENCIES
18. APPROVALS

Adapted from IEEE Standard for Software Test Documentation (829)